

PD-ABJ-615

wn 91149

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

**Quarterly Progress Report  
April - June 1994**

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

September 19, 1994

**This project is funded by the Office of Health and Nutrition, U.S. Agency for International Development in Washington, DC through Contract No. DAN-5117-C-00-0015-00 with Education Development Center, Inc.**

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## **I. EXECUTIVE SUMMARY**

The WINS Project's nutrition field support programs in Africa continued to make significant progress during the reporting period. Capacity-building activities in Burkina Faso and Uganda are successfully underway. The WINS Project's Regional Nutrition Support Strategy paper for West and Central Africa (WCA) nears completion, and the Project's provision of technical nutrition support services to the WCA region is expanding.

The Project accomplished many noteworthy activities during the reporting period. The highlights are described below by country program.

### In Burkina Faso

The WINS Project provided technical assistance and training to the Association for the Promotion of Infant Feeding in Burkina (APAIB) in several areas this quarter including information management (use of computers), quantitative research methods, operations research, and program management.

The WINS Project contracted the technical services of the "Fiduciaire d'Expertise Comptable et de Contrôle de Gestion" (FIDEXCO), a local accounting firm and subcontractor to EDC/WINS, to train four members of APAIB in basic computer operation (hardware features and operating system) and the use of word processing and spreadsheet software packages. The training was conducted during two one-week workshops in April and May.

In June, the WINS Project contracted the "Centre Africain d'Etudes Supérieures en Gestion" (CESAG) in Dakar, Senegal to design and conduct a two-week training course in quantitative research methods for six members of APAIB. CESAG designed the course based on an assessment of APAIB members' needs so that the training could have maximum impact on strengthening the quantitative research skills of the individual participants (midwives, physicians, and nutritionists) who had varying degrees of experience in quantitative public health research.

The WINS Project also made significant progress during the reporting period in the program's collaborative field-based operations research. The in-country program team processed and interpreted qualitative research data collected last quarter with Save the Children Federation (SCF) in Bazèga province (the SCF intervention zone). In April, a staff member from the International Center for Research on Women (ICRW) and subcontractor to EDC/WINS, travelled to Burkina Faso to assist the in-country team to: i) complete the analysis and interpretation of the qualitative data; and ii) prepare for the next (quantitative) stage of the collaborative APAIB/SCF/WINS operations research. The group drafted the research instrument and the sampling design for the cross-sectional survey.

In June, the in-country team made final preparations for the cross-sectional survey. They trained data collectors, finalized the questionnaire, and selected the research sample. Data collection proceeded on schedule during the second week of June.

The WINS Project also provided technical assistance to APAIB in program management during the reporting period. During her April technical assistance visit, the WINS Project's technical adviser from ICRW worked with personnel from APAIB and Africare to develop the workplan and budget for the APAIB/WINS program's collaboration with Africare. The WINS Project Director reviewed the workplan and budget in Washington and provided a number of suggestions for strengthening the documents. During the next reporting period, the in-country program team will consider these recommendations as they finalize both documents, and develop an integrated workplan and budget which includes the WINS Project's collaborative activities with all three private voluntary organizations (Africare, SCF, and APAIB).

### In Nigeria

Nigeria's political instability over the past year has caused the temporary suspension of WINS Project activities in the country. As a result, the WINS Project Director, USAID/W Project Officer, and USAID/Nigeria Project Officer met during the quarter to outline steps for bringing the WINS Project's Nigeria program activities to successful completion. Following their discussion, the WINS Project Director and Tufts University Principal Investigator drafted a scope of work for a follow-on technical assistance visit to Nigeria to wrap-up project activities in the country. The visit will be carried out during the next reporting period.

### In Uganda

The WINS Project's Uganda program provides technical assistance to the Ministry of Health (MOH)/Nutrition Division and the Child Health and Development Centre (CHDC) at Makerere University. The Uganda program team accomplished a number of major actions during the quarter.

In April, the MOH and CHDC conducted a one-day Results Dissemination Seminar in Iganga district to present the findings of the assessment on breastfeeding and young child growth faltering that was conducted there in 1992. Following the seminar, the in-country program team conducted a three-day program planning workshop for Iganga district. The purpose of the workshop was to engage the administrative and political authorities and the representatives of relevant technical services in the district in a broad-based process of formulating and adopting a three year nutrition strategic plan for the district and in the development of an integrated workplan, within the framework of the district's three year development program.

In May, the CHDC organized and conducted a six-day Research Methodology Training Workshop in Rukungiri district. The general objective of this workshop was to strengthen the capacity of the Rukungiri district management team (DMT) to design and apply quantitative and qualitative research methods to assess and analyze the nutrition problems affecting their district; and ii) prepare them to participate more effectively in the baseline research activities planned under the research component of the project. Products of the workshop included: i) a research proposal for the baseline survey of maternal and child nutrition to be carried out under the

WINS/CHDC/MOH collaborative program; ii) the baseline survey research instruments; and iii) a trained district team consisting of two supervisors and 10 research assistants who will collect the baseline survey data. All research plans and protocols for the Rukungiri baseline survey were finalized in preparation for data collection scheduled to begin in July.

The WINS Project Director travelled to Uganda to participate in both the Iganga Program Planning Workshop and the Rukungiri Research Methodology Training Workshop.

In May, a WINS consultant in Training and Communication travelled to Uganda to work with the in-country program team to: i) assess the training needs of multisectoral teams in Rukungiri and Iganga; ii) review the health and nutrition education curricula and related instructional materials used for in-service training of the district teams; and iii) recommend strategies for enhancing the effectiveness of existing training courses and curricula as they relate to maternal and child nutrition in Uganda. The assessment team identified a number of constraints in the nutrition education process beginning with the inherent difficulty in relaying the concept of good nutrition at the community level to the approach used to teach nutrition at the levels of the community and educational institutions. The assessment team recommended follow-up activities including the writing and printing of two new standard curricula, the production and distribution of new educational materials in multiple vernacular languages, and the organization and preparation of a meeting with all the cooperating agencies to share the new approach to nutrition.

### Regional Nutrition Support Activities for West and Central Africa

During the quarter, the WINS Regional Nutrition Advisor (RNA) revised her report on the Nutrition Situation and Trends in West and Central Africa based on the comments and suggestions she received from reviewers at USAID and EDC.

The USAID mission to Benin requested the participation of the WINS RNA in the Benin Health and Family Planning Sector Assessment. In addition, REDSO/WCA and USAID/Benin agreed to expand the scope of work for the Benin Health and Family Planning Sector Assessment to provide an opportunity to address additional issues related to the nutrition of women, infants, and young children. The WINS RNA and a WINS consultant in Nutrition will respond to the Benin mission's request for technical assistance in nutrition during the next quarter.

## **II. MAJOR ACCOMPLISHMENTS DURING THE REPORTING PERIOD**

### **A. Burkina Faso**

The WINS Project provided technical assistance and training to the Association for the Promotion of Infant Feeding in Burkina (APAIB) in several areas during the reporting period. These included information management (use of computers), quantitative research methods,

operations research, and program management.

The WINS Project contracted the technical services of the "Fiduciaire d'Expertise Comptable et de Contrôle de Gestion" (FIDEXCO), a local accounting firm and subcontractor to EDC/WINS, to train four members of APAIB in basic computer operation (hardware features and operating system) and the use of word processing software during a one-week hands-on workshop in Ouagadougou in April. In May, they conducted a second one-week workshop to train APAIB members in the use of spreadsheet software.

In June, the WINS Project contracted the "Centre Africain d'Etudes Supérieures en Gestion" (CESAG) in Dakar, Senegal to design and conduct a two-week training course in quantitative research methods for six members of APAIB. CESAG designed the course based on an assessment of APAIB members' needs so that the training could have maximum impact on strengthening the quantitative research skills of the individual participants (midwives, physicians, and nutritionists) who had varying degrees of experience in quantitative public health research.

The quantitative research methods training focused on enabling APAIB members to: i) describe and cite appropriate applications of quantitative research methods; ii) appreciate the differences and similarities between qualitative and quantitative research methods; and iii) develop and carry out all stages of a quantitative study beginning with problem identification and ending with the presentation of results and report writing. The training included both formal presentations by CESAG research specialists and small group work where participants could apply information learned to the development of a quantitative research study.

The WINS Project also made significant progress in the program's collaborative field-based operations research during the quarter. The in-country program team processed and interpreted data from focus group discussions and key informant interviews collected last quarter in collaboration with Save the Children Federation (SCF) in Bazèga province (the SCF intervention zone). In April, Ms. Charlotte Johnson-Welch, a staff member from the International Center for Research on Women (ICRW), a subcontractor to EDC/WINS, travelled to Burkina Faso to assist the in-country team to: i) complete the analysis and interpretation of the focus group and key informant data; and ii) prepare for the next (quantitative) stage of the collaborative APAIB/SCF/WINS operations research. The group drafted the research instrument and survey design for the cross-sectional survey.

In June, the in-country team made final preparations for the cross-sectional survey. Dr. Inoussa Kaboré, the APAIB/WINS Program Coordinator, and Mr. Gaston Sobgo (SCF) trained four members of the field team to collect the survey data. They also selected the research sample and finalized the questionnaire. Data collection proceeded on schedule during the second week of June.

The WINS Project also provided technical assistance to APAIB in program management during the reporting period. During her April technical assistance visit, Ms. Johnson-Welch worked with personnel from APAIB and Africare to develop the workplan and budget for the APAIB/WINS program's collaboration with Africare. Ms. Bibi Essama, the WINS Project

Director, reviewed the workplan and budget in Washington and provided a number of suggestions for strengthening the documents. During the next reporting period, the in-country program team will consider these recommendations as they finalize both documents, and develop an integrated work and budget which includes the WINS Project's collaborative activities with all three private voluntary organizations (Africare, SCF, and APAIB).

## **B. Nigeria**

Nigeria's political instability over the past year has caused the temporary suspension of WINS Project activities in the country. As a result, Ms. Bibi Essama, Ms. Susan Anthony (USAID/W Project Officer), and Ms. Bunmi Dosumu (USAID/Nigeria Project Officer) met during the quarter to outline steps for bringing the WINS Nigeria Project activities to successful completion.

Following their discussion, Ms. Essama worked with Dr. Marian Zeitlin (Tufts University Principal Investigator) to draft a scope of work for a follow-on technical assistance visit to Nigeria to wrap-up project activities in the country. The scope of work provided for Dr. Zeitlin to: i) review the Nigeria program's progress since August 1993, and prepare a summary status report of all activities to date; ii) design, conduct, and report on a repeat market survey of foods targeted to infants at the weaning age (including cost-nutrient analysis) to assess the potential cost-effectiveness of the Project's weaning food in delivering needed nutrients to infants in low income households; and iii) review, summarize, and report on the findings of research conducted last year by Project collaborators at the University of Lagos and baseline data collected on infants in the Lagos area. The visit will be carried out during the next reporting period.

## **C. Uganda**

The WINS Project's program in Uganda provides technical assistance to the Ministry of Health (MOH), Nutrition Division and the Child Health and Development Centre (CHDC) at Makerere University. The Uganda program team accomplished a number of major actions during the quarter.

In April, the MOH and CHDC conducted a one-day Results Dissemination Seminar in Iganga district to present the findings of the assessment on breastfeeding and young child growth faltering that was conducted there in 1992. One hundred and twenty people attended the seminar including district personnel, administrators, local counsellors, and technical personnel from the government and several non-governmental organizations.

Following the Results Dissemination Seminar, the in-country program team conducted a three-day program planning workshop for Iganga district. The purpose of the workshop was to engage the administrative and political authorities and the representatives of relevant technical services in the district in a broad-based process of formulating and adopting a three year nutrition action plan within the framework of the district's three year development program and in the

development of an integrated workplan for the district's collaborative activities with the WINS Project and other donor agencies. Through district site visits to observe primary health care and growth monitoring activities, small group presentations, discussions, and plenary sessions, workshop participants were able to: i) formulate specific strategies and identify resources required to address priority nutrition problems in the district; ii) identify the target groups for the proposed nutrition program; iii) identify and describe ways of promoting the multisectoral approach in the implementation of the nutrition program at all levels; iv) identify the key institutions (community-based organizations and groups, government departments and services, NGOs, etc.) which will be involved in the implementation of the proposed nutrition program and their respective roles and responsibilities; and v) identify and discuss potential problems and constraints and propose concrete strategies for overcoming these problems. The in-country program team drafted a report of the proceedings of the Results Dissemination Seminar and subsequent Iganga Program Planning Workshop.

In May, the CHDC organized and conducted a six-day Research Methodology Training Workshop in Rukungiri district. The general objectives of this workshop were to: i) strengthen the capacity of the Rukungiri district management team to design and apply quantitative and qualitative research methods to assess and analyze the nutrition problems affecting their district; and ii) prepare them to participate more effectively in the baseline research activities planned under the research component of the project. The workshop included short technical presentations covering different aspects of the research proposal development process which were followed by group work and plenary discussions. By the end of the workshop, participants had: i) drafted a research proposal with the district team for the baseline survey of maternal and child nutrition to be carried out under the WINS/CHDC/MOH collaborative program; ii) designed and drafted the research instruments, in collaboration with the district team; and iii) acquired skills in data collection methods in preparation for field work. All research plans and protocols for the Rukungiri baseline survey were finalized in preparation for data collection scheduled to begin in July.

Ms. Bibi Essama, the WINS Project Director, travelled to Uganda to participate in both the Iganga Program Planning Workshop and the Rukungiri Research Methodology Training Workshop.

In May, a WINS consultant in Training and Communication, Ms. Esta de Fossard, travelled to Uganda in May to work with the in-country program team to: i) assess the training needs of multisectoral teams in Rukungiri and Iganga; ii) review the health and nutrition education curricula and related instructional materials used for in-service training of the district teams; and iii) recommend strategies for enhancing the effectiveness of existing training courses and curricula as they relate to maternal and child nutrition in Uganda.

The major results/findings from the assessment indicated that nutrition is a difficult subject to teach at the community level because a) the concept is non-clearly understood from a non-scientific perspective; b) there is no standard translation of the word "nutrition" in vernacular languages; and c) a standard approved way of explaining "nutrition" and its importance at the community level has not been developed. Other findings revealed that current education

strategies do not motivate community members to practice good nutrition, and do not exploit local options to resolve nutrition issues. Finally, the assessment found that teaching methods tended to be formal and didactic, providing little opportunity for "hands-on" experience.

To resolve these constraints, the in-country assessment team developed a list of changes to make to all health-related curricula materials, together with changes needed at the levels of the community and the educational institutions. Recommended follow-up activities included the writing and printing two new standard curricula, the production and distribution of new educational materials in multiple vernacular languages, and the organization and preparation of a meeting with all cooperating agencies to share the new approach to nutrition.

#### **D. Regional Nutrition Strategy Development and Related Field Support Activities in West and Central Africa**

During the quarter, Dr. Julienne Ngo Som, the WINS Regional Nutrition Advisor (RNA), revised her report on the Nutrition Situation and Trends in West and Central Africa based on the comments and suggestions she received from reviewers at USAID and EDC.

The USAID mission to Benin also requested the participation of the WINS RNA in the Benin Health and Family Planning Sector Assessment. Her contribution to the assessment is to critically examine breastfeeding issues as they relate to women's reproductive health and family planning and recommend strategies and activities to promote breastfeeding and other nutrition activities in Benin. In addition, REDSO/WCA and USAID/Benin agreed to expand the scope of work for the Benin Health and Family Planning Sector assessment to include: i) a review of the nutritional situation and constraints of women, infants, and young children in Benin; ii) an assessment of the effectiveness of current nutrition strategies and interventions in addressing those constraints; and iii) recommendations for strategies and activities to strengthen in order to maximize the nutritional impact of ongoing efforts.

The WINS RNA and a WINS consultant in Nutrition will respond to the Benin mission's requests for technical assistance during the next quarter.

#### **E. Contract Administration and Program Management Support**

The WINS Project effectively implemented financial management mechanisms to monitor WINS in-country program financial activities in Uganda. The WINS Project Director, during her visit to Uganda, had two meetings with Ernst & Young's accountant to review the financial situation of the program. This activity included the explanation of the revised detailed budget and reiteration of USAID's regulations regarding documents supporting the monthly financial reports.

The submission of monthly financial reports of in-country program expenses to the WINS Project office in Washington by the local accounting firms in Burkina Faso and the Ivory Coast has not been timely and numerous deficiencies related to the classification and documentation of reported field expenses further delayed the processing of these reports. The WINS Project

is implementing measures to resolve these issues and is optimistic that the quality of in-country program financial reporting will improve in the next quarter.

### **III. PROJECT FINANCIAL ANALYSIS**

WINS core contract expenditures for the reporting period amounted to \$64,692.08. 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 training workshop in document management and dissemination, originally scheduled for April, has been postponed until October 1994.
- The detailed workplan and budget for the APAIB/WINS program's collaboration with Africare was not finalized this quarter as planned, but will be revised during the next reporting period.

#### **B. Uganda**

- The MOH/CHDC/WINS program's baseline data collection in Iganga and Rukungiri districts, originally planned during the current reporting period, will be conducted during the next quarter.
- Training in methods and techniques in program management and evaluation for the district management teams, the district medical officers, and program managers, originally scheduled during May, has been postponed.
- The development of the training manual on rapid nutrition assessment procedures, originally scheduled during the current reporting period, will be carried out next quarter.

#### **C. Regional Nutrition Support Activities in West and Central Africa**

- As a result of evolving programming priorities within REDSO/WCA and USAID missions in the WCA region, the WINS Project has not received clear and regular feedback regarding the identification of countries in the region for nutrition assessment visits. Consequently, only one (Guinea) of the four scheduled WINS Project assessments have been conducted to date.

#### **D. Program Management Support**

- The submission of monthly financial reports of in-country program expenses to the WINS Project office in Washington by the local accounting firms in Burkina Faso and the Ivory Coast has not been timely and numerous deficiencies related to the classification and documentation of reported field expenses further delayed the processing of these reports. The WINS Project is implementing measures to resolve these issues and is optimistic that the quality of in-country program financial reporting will improve in the next quarter.

#### **V. PROJECTED ACTIVITIES FOR THE NEXT THREE MONTHS**

##### **A. Burkina Faso**

- A technical assistance visit by the WINS Project Director to: i) work with the in-country team to review the activities completed to date under the APAIB/WINS program, develop an integrated plan of activities for the remaining duration of the program, and prepare a revised budget which reflects agreed upon modifications to the types, levels and mix of inputs; and ii) work with FIDEXCO, the Project's local accounting firm, to review the administrative and financial management requirements of their contract with EDC, resolve outstanding issues related to the classification of field expenses, and develop simplified guidelines and procedures for the processing of expense reports submitted by APAIB
- Analysis of cross sectional survey data and APAIB/SCF/WINS phase I operations research report preparation

##### **B. Nigeria**

- A technical assistance visit by the Tufts University Principal Investigator to: i) review the project's progress since August 1993 and prepare a summary status report of all activities to date; ii) review and report on the findings of the research that had been undertaken by program collaborators at the University of Lagos; and iii) complete the remaining complementary market survey planned under the Project

##### **C. Uganda**

- A technical assistance visit by a WINS consultant in Training and Anthropometry to: i) design and conduct a training course for community-based trainers and district health teams on community-based maternal and child nutrition monitoring approaches; and ii) assist the in-country team with the design and implementation of the anthropometric component of the program's baseline surveys and related training of field personnel

- c Proposal development training workshop for Iganga district
- Baseline data collection, data analysis, and report preparation in Iganga and Rukungiri districts
- Preparation of the WINS Project Rapid Assessment Procedures (RAP) Training Manual by Pragma Corporation personnel in the United States, in consultation with the in-country Uganda Program team and EDC/WINS staff.
- A technical assistance visit by a WINS consultant in Training and Communications to assist the in-country program team to develop information, education, and communication materials

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

- 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 Abidjan by the WINS Project Director to review the first draft of the WCA Regional Nutrition Support Strategy Paper with REDSO staff and plan future activities
- A technical assistance visit to Burkina by the WINS Project Director to discuss preliminarily with APAIB and other potential workshop sponsors (MOH, UNICEF) plans for the Regional Workshop on the Nutrition Strategy to be held in Burkina Faso in November.
- A technical assistance visit to Benin by the WINS RNA to conduct an assessment of breastfeeding practices as part of the Benin Health and Family Planning Sector Assessment
- A technical assistance visit to Benin by a WINS consultant and Nutritionist to conduct a nutrition assessment as part of the Benin Health and Family Planning Sector Assessment.

received  
7/25/94

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

Category	Budget Amount	Inception To 6/30/94	Remaining Balance
Salaries and Wages (Incl. Paid Absences)	\$837,513	553,163.51	\$284,349.49
Fringe Benefits	209,379	133,866.32	75,512.68
Consultants	27,075	45,045.88	(17,970.88)
Travel & Per Diem	264,300	173,896.36	90,403.64
Training	20,000	16.75	19,983.25
Other Direct Costs	255,463	234,335.56	21,127.44
Subtotal	\$1,613,730	1,140,324.38	473,405.62
G&A #1	561,840	374,868.91	186,971.09
Nonexpendable Equipment and Commodities	20,000	26,123.39	(6,123.39)
Subtotal	\$2,195,570	1,541,316.68	\$654,253.32
Subcontracts			
Pragma Corp.	0	47,927.89	
Tufts	\$265,445	169,371.12	
ICRW	135,602	73,751.64	
The Travel Department(Travel)	268,970	68,758.15	
	\$670,017	670,017	359,808.80
G&A #2	33,500	17,990.44	15,509.56
TOTAL	\$2,899,087	1,919,115.92	\$979,971.08

Total Obligated Funding is \$1,983,828 leaving a remaining balance of \$64,692.08 at 6/30/94.

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. Valentini AID

TITLE: Vice President & Treasurer

DATE: 7/20/94