

TRIP REPORT #P-328

Travellers: Ms. Lynn Knauff, INTRAH/PRIME Deputy Director
Dr. Rashmi Asif, INTRAH/PRIME Regional Clinical Manager
Mr. Vinay Kumar, INTRAH/PRIME Regional Administrator

Country Visited: Yemen

Dates of Trip: August 11 - 28, 1996
(Asif: 8/11-22; Knauff: 8/11-25; Kumar: 8/18-28)

Purpose of Trip: Prepare and obtain MOPH and USAID/Yemen approvals for a one-year workplan for PRIME assistance

EXECUTIVE SUMMARY

A PRIME team (Dr. Rashmi Asif and Mr. Vinay Kumar from INTRAH/New Delhi and Ms. Lynn Knauff from INTRAH/Chapel Hill) worked in Sana'a, Yemen from August 11 - 28 to prepare and obtain MOPH and USAID/Yemen approvals for a one-year workplan for PRIME assistance.

During the visit the following was accomplished:

1. A proposal for PRIME assistance was prepared, which was approved, in writing, by the MOPH Undersecretary for Health Planning and Development and Acting Minister of Public Health, Dr. Al-Guneid.
2. A workplan for PRIME assistance was developed and was approved, in writing, by Mr. William McKinney, USAID Representative in Yemen.
3. A budget for PRIME assistance (displaying local and all other costs) was prepared and approved by Mr. William McKinney, USAID Representative in Yemen.
4. Identification was made and discussions were held with Yemen-based resource persons who will assist with implementation of PRIME-assisted activities: prospective Technical Manager and Facilitation Team Coordinator, Mr. Hassan al-Mokwatel; PRIME resident Financial Manager, Mr. Ghassen Abas; and, Ms. Barbara Kinzie, consultant and Sana'a resident, for technical assistance during 3 activities. Dr. Yvonne Sidhom, JSI Training Advisor, will also assist as the trainer for a workshop on setting teaching and learning objectives for those who will draft curriculum content units.
5. Coordination and collaboration were firmly established with the Training Advisor for the JSI project.
6. Arrangements were made for financial management of PRIME project funds in Yemen.

The PRIME team extends thanks to the following persons for their guidance, consultation and other assistance during various phases of the development, drafting, discussion, revisions and final preparation of the proposal, workplan and budget:

Dr. Yvonne Sidhom: JSI Training Advisor
Mr. Hassan Al-Mokwatel: Task Force "Mobilizer"
Dr. Farouk Abdel Aziz, WHO Chief Technical Advisor to the MCH Department, MOPH
Dr. Abdul Karim Al-Guneid, Undersecretary for Health Planning and Development
The Taj Sheba Hotel Management and Front Desk staff and Business Centre
Dr. Jim Lea, Mr. Jim McMahan and Mr. Steve Katz of the INTRAH/Chapel Hill office
Ms. Laurie Noto Parker, HPNO, and Ms. Fawzia Hassan Youssef, HPN Specialist, of USAID/Yemen

ACCOMPLISHMENTS

1. With consultation and input from Dr. Yvonne Sidhom, JSI Training Advisor, a proposal for one year of PRIME assistance was developed, discussed with the HPNO/Yemen staff, WHO and the MOPH, and approved, in writing, by the MOPH Undersecretary for Health Planning and Development, acting for the Minister of Public Health.
2. A one-year workplan was prepared and discussed with the MOPH, HMI/Sana'a, USAID/Yemen, JSI's Training Advisor and WHO's Dr. Farouk. The workplan was approved by Mr. William McKinney and Dr. Al-Guneid, acting for the Minister of Public Health.
3. A budget for local and all other costs for implementing the workplan was drafted, discussed with Mr. McKinney and re-drafted as recommended by Mr. McKinney and based on discussions with INTRAH/Chapel Hill. The revised budget was approved by Mr. McKinney, and the local cost budget was reviewed and approved by Dr. Al-Guneid, acting for the Minister of Public Health.
4. A job description for Technical Managers (2) of the Facilitation Team was drafted and reviewed by the MOPH, WHO and USAID/Yemen. This job description will form the basis for agreements that will be negotiated with Mr. Hassan Al-Mokwatel, prospective Technical Manager and Coordinator of the Facilitation Team, and an as-yet unnamed Technical Manager, who will be identified by the MOPH and interviewed by the Undersecretary, Mr. Al-Mokwatel and Mr. Vinay Kumar.
5. Discussions were held with and an agreement was reached for the services of Mr. Ghassen Abas to continue to act as PRIME resident financial manager. He will be officed in space rented from JSI under an extended JSI/INTRAH contract.
6. The MOPH agreed to provide office space to the Facilitation Team (2 Technical Managers and an Administrative Secretary); office furniture will be provided by USAID/Yemen as a result of close-out. Since the Team will be hired on a full-time basis, they will work in the JSI space after MOPH daily closing hours. The

MOPH also agreed to release the Technical Managers who are current government employees from their government assignments and salaries for one year to enable them to focus exclusively on the national program for training community midwives.

7. Initial, interim and final debriefings were held with USAID/Yemen and the MOPH Undersecretary for Health Planning and Development.
8. CV's of prospective regional consultants for assistance during preparation of two curricula and the TOT for midwifery tutor/trainers were reviewed and forwarded to the PRIME/New Delhi office, who will manage the PRIME-assisted project in Yemen. Drafts of assignment descriptions for the activities are being prepared by the PRIME/New Delhi office.
9. Briefings on proposed PRIME assistance were held with the WHO Representative, Dr. Y. Ganawi, and Dr. Som Pudasaini, newly-arrived UNFPA Country Representative. WHO is expected to be named as "lead donor" for the community midwifery training program by the MOPH; UNFPA currently provides technical and financial assistance for community midwifery through WHO, the executing agency.
10. A briefing of PRIME in Yemen and on proposed PRIME-assisted activities was held with Mr. Greg Hicks, who will oversee USAID's remaining programs in his position at the American Embassy.
11. A meeting was held with Mr. Jean Pierre Imbert, Regional General Manager of the Banque Indosuez (where INTRAH has an account), to arrange for tight financial management of PRIME project funds in Yemen. At the request of INTRAH/CH, meetings were also held with prospective firms who might be considered for local financial management: Danmila Trading and Services, Ernst and Young, and Mejanni, Hazem Hassan and Co.

NEXT STEPS AND RECOMMENDATIONS

1. Final agreements and negotiations will be carried out by Mr. Vinay Kumar with Facilitation Team members and Mr. Abas and JSI. These will be discussed with INTRAH Chapel Hill and New Delhi.
2. Mr. Kumar, Mr. Al-Mokwatel and Dr. Al-Guneid will identify and interview a second technical manager, who is expected to be female, a senior-level nurse/midwife, and able to travel and work without impediment. An administrative secretary who is bilingual in Arabic and English will be identified.
3. The MOPH will formally release, for at least one year, government employees who are members of the Facilitation Team. Following the conclusion of PRIME assistance in September 1997, it is likely that UNFPA will assume responsibility for their support.
4. PRIME/New Delhi will identify, hire and brief the regional consultants who will assist during activities 1 (preparation of an 18 month midwifery curriculum), 2 (preparation of a 3 month TOT curriculum) and 3 (implementation of the 3 month TOT). Assignment descriptions for each activity will be prepared by

PRIME/New Delhi.

5. The MOPH, in consultation with PRIME/New Delhi, will identify Yemeni counterparts for activities 2 and 3.
6. The USAID contact for PRIME, after the mission closes in September 1996, is Fawzia Hassan Youssef, who will be located in the American Embassy. Requests for travel concurrence should be sent to her, and PRIME should provide her with reports (as identified in the proposal and workplan). PRIME consultants and staff should brief and debrief with her when they are in Sana'a on assignment. Should need for direct American Embassy involvement be indicated, Mr. Greg Hicks should be contacted.
7. Contact by PRIME/New Delhi (by fax and phone) should be systematically maintained with Ms. Hassan Youssef, Mr. Hassan Al-Mokwatel, Dr. Al-Guneid, Dr. Yvonne Sidhom, and Dr. Farouk Abdel Aziz for purposes of updates, discussions of problems and opportunities encountered, and information on progress of community midwifery training plans and activities, both PRIME-assisted and other.
8. Since the PRIME team was told by USAID/Yemen that activities and the timeframe for them were not to be revised (dates can change, but the one-year timeframe -- starting September 1996 is firm), continual monitoring by PRIME/New Delhi through the contacts identified in (7), above, will be essential. Monitoring visits by PRIME/New Delhi should be scheduled to coincide with coordination meetings (mentioned in the proposal) and/or major PRIME activities. Debriefings by PRIME consultants will also be an opportunity to discuss the process, problems and opportunities directly or indirectly associated with PRIME assistance.
9. A tentative agreement was reached with Banque Indosuez to ensure that payments from the INTRAH account will be made only to authorized persons/organizations.