

Pearl S. Buck International Inc.
Philippines

PARTNERS FOR HEALTH CHILD SURVIVAL PROJECT
ANNUAL WORK PLAN FOR YEAR 3
October 2001 – September 2002

Introduction

The following are highlights of the activities that led the formulation of the Year 3 Annual Work Plan:

There were a series of meetings convened to discuss the process of the midterm evaluation, villages to be visited, possible key informants, participants of the informal group discussion, materials and documents to be reviewed. In addition, the five external evaluators were given the responsibilities to be the point person according to their field of expertise i.e. family planning, nutrition, maternal care and capacity building. It was also during these meetings when the questionnaires for the KIs and IGDs were formulated. The role of PSBI was also defined in terms of being part of the evaluation team and at the same time the subject of the evaluation. It was agreed that PSBI will inhibit in instances when their presence might tend to influence the outcome of an activity i.e. IGD with the community.

The **Project Field Review** followed the planning sessions. This happened for 6 days in Tacloban City, Ormoc City and Merida. At the end of the project field review the External Evaluators' shared their initial findings and recommendations to the whole partnership.

Immediately following the project field review, a training on **Lot Quality Assurance Sampling** was conducted with the hope that it can supplement the data generated during the field review, and validate the findings of the KPC. Involved during the training were selected community volunteers and PSBI staff. The same group conducted the LQAS survey in 3 out of the 7 lots identified. Data were then collated and analyzed and later on presented to the annual planning workshop of the Partnership.

Completion of the remaining 4 lots will be covered in the first quarter of year 3. The HIS Coordinator will then be tasked to make a comparative analysis and determine areas of weakness and achievement towards benchmarks. Orientation and training of partners is scheduled as well during the first quarter.

The introduction of the **Barangay Planning Unit** concept was a strategy to ensure greater community involvement. This strategy and concept made sure that other community stakeholders like the health volunteers, purok leaders, MSGs and youths are actively involved in the planning process. This activity also made sure that the plan the barangay representatives would bring to the Year 3 Annual Planning workshop reflects the needs and sentiments of the community they represent.

All the preceding activities culminated in the **Year 3 Annual Planning Workshop**. This was a three-day workshop involving the 3 representatives from each barangay, all rural health midwives, nurses, regional and provincial health office personnel, members of the technical working group and the advisory board, NGO representatives and Department of Education. Activities covered were:

- a. Presentation of the major initial findings and recommendations of the Midterm Evaluation.
- b. Presentation of the LQAS initial results
- c. Fine tuning of Barangay Health Action Plan based on the Midterm Evaluation and LQAS results
- d. Review of M&E
- e. Drafting of the phase out indicator
- f. Review of DIP portion on exit strategy

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Section 1. Planning and Assessment Meetings

Activities	Partner	2001			2002								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
Planning and Assessment Meetings													
Advisory Board Meeting - Annual Work Plan Year 3 Goals and Directions Present and Affirm - Formulate Policies Based on Midterm Evaluation Recommendations	PSBI/ ADBoard Chairperson			2			2			2			2
Technical Working Group Meeting - Present and discuss M&E Indicators, Phase-Out Indicators - Identify /formulate Exit Strategy - Present & discuss impact assessment & results (Hearth, BCLP, BIG, Health Scouts, Puppetry, NFP) - FGD Results (IECM Assessment) - Training Needs Analysis Results, Training Strategy / Communication Plan - Present & Discuss Barangay Assessment results & recommendations - Present & discuss revised MSG Curriculum to ADBoard	PSBI / TWG Chairperson		3	2									
Branch Meeting - Updates : Child Survival Project	PSBI	3	3	3	3	3	3	3	3	3	3	3	3
Project and Partner Level - Facilitate Barangay Council and Health Committee Determine Activities in the BHAP that will be pursued, replicated or dropped - Conduct Sessions that will strengthen Barangay Health Committee - Attendance during Barangay Health Committee Meeting and Planning session	PSBI/ Barangay				1234	1234	1234						
		4	4	4	4	4	4	4	4	4	4	4	4
		4	4	4	4	4	4	4	4	4	4	4	4

Sub-Section 1.1 Proposed Preliminary Activities for the Exit Strategy

Activities	Partner	2001			2002								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
Fielding of Project Personnel to Partner Institutions													
Exploratory Meeting with PHO, CHO and RHU for the possible hosting in their office of PHCSP staff	PSBI, PHO, CHO and RHU		1234	12									
Drafting of Agreement and Signing				1234	1234								

Transfer of office table, supplies and if necessary equipment needed by the project staff who will be holding office at the partners' institution	PSBI, CHO and RHU					1234							
CHDOs holding office at the CHO and RHU	PSBI, CHO and RHU					34	1234	1234	1234	1234	1234	1234	1234
PD holding office at the PHO 1 week/month	PSBI, CHO and RHU					3	3	3	3	3	3	3	3
CHDOs attend monthly meeting at their respective "offices" -CHO/RHU -PSBI						1 4							
Joint Field Work of PSBI and Partner Institution Personnel						1234	1234	1234	1234	1234	1234	1234	1234

Section II – Program Implementation

Activities	Partner	2001			2002								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
NUTRITION and BREASTFEEDING													
Basic Child Learning Package	HIS Coor/ CHDO/ RHM			12									12
- Conduct FGDs to determine impact of BCLP classes													
- Catchment Meeting of RHM, CHDO and volunteers to discuss direction for Year 3 re : integration of messages i.e. LAM, EBF	PSBI / LGU		234	123									
- Conduct of Caregivers classes in other puroks of the barangay with on-going BCLP classes incorporating LAM and EBF	LGU / PSBI	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
- Expand to other barangays without caregivers class	LGU / PSBI						1234	1234	1234	1234	1234	1234	1234
- Process Documentation (Field Assessment reports; conduct of classes, attendance sheets, minutes of meeting)													
- Monitoring and Evaluation	CHDO	4	4	4	4	4	4	4	4	4	4	4	4
Monthly Accomplishment Report of CHDO	BHVolunteers	1234	4	4	4	4	4	4	4	4	4	4	4
BCLP Monitoring Form	PSBI / RHM	4	4	4	4	4	4	4	4	4	4	4	4
Field Observation reports by Field Coordinators /RHM													
Bio-Intensive Gardening													
- Further study on Barriers /Enhancing factors in implementing BIG	PSBI			3									
- Needs Assessment and planning for barangays with out BIG	PSBI / LGU		34										
- Train on and expand BIG technology in other barangays	PSBI/DA						1234	1234	1234	1234	1234	1234	1234
- Integrate in existing MSG, Hearth and BCLP activities	LGU / PSBI				1234	1234	1234	1234	1234	1234	1234	1234	1234
- Process Documentation (integration efforts./initiatives, in-house assessments, planning activities, training conducted, study conducted, minutes of meeting , field observation report)	DA / PSBI			1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
- Monitoring and Evaluation	LGU												
Monitoring visits by partners	DA/ PSBI	34	34	34	34	34	34	34	34	34	34	34	34
Monthly Accomplishment Report	PSBI	4	4	4	4	4	4	4	4	4	4	4	4

Mother Support Group - Revise MSG Curriculum per Mid-Term Evaluation recommendations emphasizing EBF counseling - Present revised MSG Curriculum to ADBoard - Finalize new MSG Curriculum - Implement new curriculum in 2 areas (Masumbang & Biliboy) - organize Hearth participants into the MSG - mobilize MSG to be part of the Barangay Health Committee - Process Documentation (Revised MSG curriculum, training activities at Masumbang & Biliboy, inclusion of MSG to BHC, organizing efforts on MSG) - Monitoring & Evaluation	TWG		4											
	TWG TWG / PSBI MSG / PSBI			2		3								
	LGU / PSBI	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
	LGU / PSBI/MSG	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
Hearth Nutrition Model - Conduct Qualitative Impact Assessment in barangays with on-going Hearth - Present assessment results to - Continue hearth sessions until concrete behavioral changes are observed - Conduct data analysis of weight changes per monitoring data - Feedback regularly to mothers on nutritional status of children - Integration Hearth Nutrition Model in areas with MSG, BIG, WPs - Process Documentation (on-going hearth sessions, analysis and utilization ,of data, feedbacking sessions, expansion) - Monitoring and Evaluation - Hearth Monitoring Form accomplished by BHWs/ mothers - Monthly Accomplishment Reports by CHDO	PSBI/Consulta nt	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
	Community / PSBI		4	4	4	4	4	4	4	4	4	4	4	4
	PSBI / LGU Community		4	4	4	4	4	4	4	4	4	4	4	4
	PSBI /LGU/Communi ty	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
PSBI/ LGU/Communi ty														

<p>Micro-Nutrient Supplementation</p> <ul style="list-style-type: none"> - Identify women 15-49 years old - Determine usage iron supplement of women of reproductive age - Provide iron supplements - Purchase of iron supplements to augment LGU supply based on result of iron usage study - Donate to RHU, CHO and Health & Nutrition Post - Distribute Vitamin A immunization & provide other services for preschoolers under Garantisadong Pambata Program of the DOH - Process documentation (masterlist, iron supplement allocations, Garantisadong Pambata activities) - Monitoring and Evaluation <ul style="list-style-type: none"> - Iron Capsule Dispensing Monitoring Form 	<p>LGU / Community LGU / Community PSBI PSBI / LGU LGU PSBI / LGU PSBI / LGU</p>	<p>4 3 1234 4</p>	<p>4 4</p>	<p>4 4 4</p>	<p>4 4 4</p>							
<p>Health and Nutrition Post /Weighing Post</p> <ul style="list-style-type: none"> - Expand concept into a health and Nutrition Post - Introduce health & Nutrition post to other barangays without HNP/weighing post - Assess IEC materials displayed at HNP/WP - Process Documentation (Service Rendered at HNP, Clinic Schedule, Activity Conducted at HNP) - Monitoring and Evaluation 	<p>LGU / PSBI LGU / PSBI LGU/IECM Task Force/ Community PSBI / LGU PSBI / LGU</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>	<p>1234</p>

Activities	Partner	2001			2002									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
MATERNAL CARE														
Barangay Emergency Obstetrical Plan - Review the need for BEOP and finalize plans and barangay resolutions (consider applicability esp. of barangays near roads) - Information campaign on BEOP - Orient BHC on their role in the implementation of the BEOP	LGU / PSBI		1234	1234	1234									
	BHC LGU /PSBI		4	4	4	4	4	4	4	4	4	4	4	4
Traditional Birth Attendants - Identify TBAs servicing the CSP community - Conduct of skills assessment of trained TBAs as basis for the refresher Course - Upgrading Sessions of TBAs - Train untrained TBAs and apprenticeship at local maternity clinics - Provide kits to newly trained TBAs - Monthly Monitoring of TBAs - Process Documentations (Skills assessments, Refresher Course/ Upgrading sessions, monitoring activities) - Monitoring and Evaluation	LGU / Community		1234	1234	1234		2		2		2		2	
	LGU							34		34		34		34
	LGU/PSBI									1234	1234			
	LGU / PSBI											12		
	LGU	4	4	4	4	4	4	4	4	4	4	4	4	4
PSBI / LGU	4	4	4	4	4	4	4	4	4	4	4	4	4	
* Integrate FP into Post Partum Care & Post Abortion Care	PSBI?LGU	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
CHILD SPACING / FAMILY PLANNING														
Male Involvement - Conduct FGD to determine validity of recommended couple approach in FP education - Exposure Trip to “ KANIB “ (Bukidnon) on Couple Education - Expand male participation in FP program employing male educator concept - * Test and introduce simplified Natural Family Planning (Standard Days Method) - Exposure Trip to Capiz UNFPA Pilot Program - Piloting of Couple Educator /Male Educator to at least 2 barangays	PSBI				34	12								
	LGU / PSBI							34	34	34	34	1234	1234	
	LGU/ PSBI								12	12	12	1234	1234	1234
	LGU/ PSBI									34	1234	1234	1234	1234
	LGU/ PSBI													
Voluntary Surgical Sterilization - Continue partnership with Marie Stopes and outreach program on BTL - Promote vasectomy in the CSP areas based on FGD findings, anchored on socio-cultural and economic factors - Continue referral of BTL cases with Ormoc District Hospital - Field Observation by the Regional Health Office	LGU / PSBI	1	1	1	1	1	1	1	1	1	1	1	1	
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	
		3	3	3	3	3	3	3	3	3	3	3	3	
				1			1			1			1	

<ul style="list-style-type: none"> * Design and Implement a Community-Based FP Counseling Program for community-based support groups (BHWs) * Needs Assessment / analysis for BHWs level of knowledge /skills on counseling * Training Design on FP Counseling * Implement Community-Based Counseling Program * Supervise FP service providers/ FP counselors in field units * Monitor FP counseling activities of BHW (by RHM) * Document FP counseling sessions (by BHW) * Maintenance of master list of potential clients at the barangay level * Update MWRA list of potential FP clients dispensing of pills & condoms * Assessment of FP program & feasibility and potentials for commercial contraception 	<p>LGU / PSBI LGU / PSBI LGU LGU LGU LGU / Community LGU / Community LGU / Community PSBI/ LGU</p>			2 1234			23	1234	1234 3 3	1234 3 3	1234 3 3	1234 3 3	1234 3 3	1234 3 3
<ul style="list-style-type: none"> * Coalition of NGOs & LGUs to “ aggressively” promote modern methods thru educational campaigns. Advertise and promote all FP methods in all health delivery systems 	<p>LGU</p>	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
<ul style="list-style-type: none"> * Center for Health Development (CHD) ‘s delivery program promoting Resource Sharing among levels of LGUs 	<p>CHD / LGU</p>	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
<ul style="list-style-type: none"> * Develop, test and implement public-private sector cross-referral scheme 	<p>LGU / PSBI</p>	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234

OTHER SUPPORT ACTIVITIES

OTHER SUPPORT ACTIVITIES													
Health Scouts													
- In-house assessments of trained Health Scouts	DECS, PSBI		23										
- Present and discuss assessment results to AdBoard	TWG			2									
- Planning sessions with Dept of Education (DECS) & PNRC (Clarify roles & program involvement of DECS, PNRC & PSBI)	PSBI, Dept of education, Red Cross Health Scouts, DECS, Community, PSBI				12				1234				
- Activity planning with trained Health Scouts (Child-to Child activity of Health Scouts in their respective schools/ community)	BI TWG TWG, DECS, Red Cross									1234			
- Formulate modules on MATERNAL Care & Child Spacing	DECS, Red Cross								1234	1234	1234	1234	1234
- Training of current Health Scouts on Maternal Care & Child Spacing	DECS									34			
- Expand and train new health scouts	LGU, DECS, PSBI	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
- Health Camp	DECS, Health Scouts, PSBI												
- Process Documentation (Planning/Meetings, Training Modules on Maternal Care & Child Spacing, Health Camp, education campaigns, meeting reports)	Health Scouts, DECS, Community, PSBI	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
- Monitoring and Evaluation													
- Health Scout Diary of Activities													
- Monthly Reports of teachers & Community leaders													
- Monthly Accomplishment Report of CHDO													

Section 3. Training and IECM

Activities	Partner	2001			2002									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
a. Training														
Hiring of Consultant -Scout and notify prospects to submit proposal -Negotiate and finalize contract -Signing of contract and start of consultancy	PSBI/Consultant		1234	123	12									
Initial meeting on Training Needs Analysis	PSBI, TWG, Consultant				4									
Finalize Training Needs Analysis Tool	PSBI, TWG, Consultant				4	1								
Conduct of TNA -Health Personnel -BHWs/BNS/TBAs - Barangay Officials	Consultant TWG/LGU LGU – RHM/PHN DILG					23	23	23						
Formulation of the Year 3 Training Strategy Plan	Consultant/TWG					4								
Presentation of the Year 3 Training Strategy Plan	Consultant/TWG						1							
Finalized Year 3 Training Strategy Plan	PSBI/TWG						2							
Implementation of the Year 3 Training Strategy Plan (Exact dates of training will be discussed by the TWG and LGU representatives in order to avoid the overlapping of activities. The types and number of training can only be determined after the second of November. Meanwhile, we have projected some activities identified in the Midterm Evaluation and those articulated in the Barangay Action Plan. Please refer to annex Proposed PHCSP Training and IECM Work Plan)	LGU/PSBI						34	1234	1234	1234	1234	1234	1234	1234
b. IECM														
Hiring of Consultant -Scout and notify prospects to submit proposal -Negotiate and finalize contract -Signing of contract and start of consultancy	PSBI/Consultant		1234	123	12									
IECM Assessment – FGD	IECM Task Force					1								
Review of HFI Communication Plan and Tooling up Guide together with the results of the FGD	IECM Task Force					34								
Formulation of the PHCSP Communication Plan	IECM Task Force					4	1							
Presentation of the PHCSP Communication Plan to the Advisory Board	IECM Task Force						2							
Finalization of the PHCSP Communication Plan	PSBI						3							
Implementation of the Communication Plan	LGU							1234	1234	1234	1234	1234	1234	1234

Section 4. Monitoring and Evaluation

Activities	Partner	2001			2002								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
Community Level													
Monthly community / neighborhood meeting and planning using the data board results	PSBI, LGU, Community	4	4	2	4	4	4	4	4	4	4	4	4
Review and translate Purok Health Data Board Questionnaire and data cards - 2 day workshop	PSBI/LGU/Community		3										
Establish PHDBs in all puroks of 17 barangays with 1 or 2 existing PHDBs	LGU/Community	1234	1234	1234	1234	1234	1234						
Training on PHDB Data Analysis and Utilization including application	LGU/Community/PSBI				2		2		2		2		2
Expansion and establishment of PHDB to other Barangays	Community							1234	1234	1234	1234	1234	1234
Bi-Monthly Presentation of PHDB data to Council for action	BHC					4		4		4		4	
Local Government Unit Level													
Revisit M&E Assessment Report	TWG					4	1						
Scout for Consultant on M&E	PSBI/AdBoard		1234										
Training on Basic M&E and Epidemiology including FHSIS	PSBI/Consultant						3						
Installation of FHSIS Software	CHD 8							12					
Project Level													
Hiring of Consultant -Scout and notify prospects to submit proposal -Negotiate and finalize contract -Signing of contract and start of consultancy	PSBI/Consultant		1234	123	12								
Training on LQAS of Project Partners	PSBI		23										
LQAS Survey (remaining 4 LOTS)	PSBI/Trainees		3										
2 nd LQAS Survey	PSBI/Trainees							1234					
Designing of Quality Assurance Conference	TWG			1									
Quality Assurance Conference	TWG/PSBI				4		4		4		4		4
Research and Small Studies -Quality Food Intake Survey (Midyear and Year end) -FGD: factors contributing to early solid food initiation -Client Satisfaction Survey on Maternal Care Services -Barriers to and motivations for attending antenatal and postpartum care -Barriers and motivations to family planning	PSBI/LGU PSBI/LGU PSBI/LGU PSBI/LGU PSBI/LGU						4		3	3		2	4
										2		2	

CBMIS Replication - Orient Merida staff on CBMIS by CHO Ormoc - Implement CBMIS in CSP barangays - Consolidate CBMIS and analyze results by HIS Coordinator and LGU Program Coordinators - Feedback results to ADBoard - Utilize CBMIS at the Barangay, CHO & RHU level planning and direction setting activities	LGU Ormoc Barangay, CHO, RHU PSBI /LGU TWG Barangay , CHO RHU		3											
			4	3	4	4	4	4	4	4	4	4	4	4
				1	1	1	1	1	1	1	1	1	1	1
				1	1	1	1	1	1	1	1	1	1	1
			1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	

Section 5. Personnel and Administrative, Financial

Activities	Partner	2001			2002								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234	1234
Personnel and Administrative													
Invite Bidders for supplies, vehicle for hire, training accommodation, catering etc.	PSBI	34			34			34			34		
Canvass, purchase of supplies and equipment	PSBI	1			1			1			1		
Inventory of project assets	PSBI		1			1			1			1	
Field inventory of logistics donated to NGOs & LGUs	PSBI / ADBoard / TWG			2						2			
Staff Performance Appraisal and planning - Administrative - Coordinators / CHDO	PSBI		2 3						2 3				
Financial Management													
Monthly Financial Report Preparation and Submission to CO / USAID	PSBI	4	4	4	4	4	4	4	4	4	4	4	4
Budget Tracking	PSBI	4	4	4	4	4	4	4	4	4	4	4	4
Internal Audit	PSBI					2					2		