



# intraH

**TRIP REPORT B -** # <sup>347-1</sup>/<sub>and 2</sub>

**Travelers:** Mr. Pape Gaye, INTRAH Regional  
Director for Francophone Africa

Dr. Boniface Sébikali,  
INTRAH Consultant

**Country Visited:** Cameroon

**Date of Trip:** December 12-18, 1993

**Purpose:** To plan for INTRAH/DFMH CY 1994  
workplan activities.

**Program for International Training in Health**

**PAC IIb**

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**University of North Carolina at Chapel Hill  
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EXECUTIVE SUMMARY

From December 12-18, 1993, INTRAH Regional Director for Francophone Africa Mr. Pape A. Gaye and INTRAH Consultant Dr. Boniface Sébikali visited Yaoundé to plan for INTRAH/Directorate of Family and Mental Health (DFMH) CY 1994 activities. The visit was financed by a USAID/Cameroon buy-in.

Mr. Gaye and Dr. Sébikali met and held work sessions with USAID/Cameroon Chief HPNO Mr. Richard Greene and Population Coordinator Mrs. Regina Dennis and with DFMH Director Dr. Louis Tsitsol and his staff. Because there is a new management team at the DFMH, more time than anticipated had to be spent reviewing INTRAH/DFMH phase 3 project objectives and project implementation mechanisms.

Major accomplishments of the visit included:

- A meeting was held with the HPNO at USAID to discuss implications of the mission's close-out plan. INTRAH learned that all activities had to be completed by June 30, 1994 and the team was instructed to plan the remaining INTRAH/DFMH activities accordingly.
- Meetings were held with Dr. Tsitsol, DFMH Deputy Director Dr. Andela, DFMH Assistant Director Dr. Nkodo Nkodo and INTRAH/DFMH Project Coordinator Mr. Lucas Mbofung.
- Remaining activities in the INTRAH/DFMH project were reviewed. Each activity was discussed with the DFMH Director and Mr. Greene to confirm that they are consistent with the MOPH's strategy to integrate FP into primary health care (PHC) and to clarify if they can be conducted given the June 30, 1994 timeframe for completing activities.
- A draft revised workplan for the period of December 1993-June 30, 1994 was prepared, discussed and reviewed with DFMH staff and Mr. Greene.
- A meeting was held with Dr. Miriam Jato from PCS/Baltimore about PCS' assistance to implement the MOPH's proposed NORPLANT<sup>R</sup> expansion strategy.

A draft counseling booklet for NORPLANT<sup>®</sup> was reviewed by Dr. Sébikali at the request of USAID/Cameroon. PCS will also assist the DFMH to develop media spots.

- Mr. Greene asked INTRAH to contact JHPIEGO to discuss the revision of the comprehensive clinical FP curriculum to strengthen the NORPLANT<sup>®</sup> module.
- A courtesy visit was paid to UNFPA to meet with Director Mr. Sidiki Coulibaly and Program Officer Mr. Pierre Onguene. INTRAH learned that UNFPA submitted a project document to the DFMH for review and approval. The 3-year, \$2,000,000 project includes the placement of a resident advisor at the DFMH. According to Mr. Onguene, the project intends to build on INTRAH's work in Cameroon. DFMH approval is expected in February 1994 and activities are expected to begin in March 1994.
- A visit was paid to Standard Chartered Bank and a new checkbook was requested and obtained.
- A debriefing was held with Cabinet Eura-Audit on the November 1-2, 1993 national seminar to disseminate the MCH/FP service policy and standards and work sessions were conducted to review the status of outstanding financial reports. Back-up documentation and receipts were collected for completed activities.

Recommendations included:

- The DFMH should immediately contact the provincial delegates to confirm proposed dates for the provincial seminars to disseminate the national MCH/FP service policy, standards and FP protocols.
- Dr. Nkodo should be the DFMH contact person for the provincial dissemination seminars and should supervise the provincial dissemination seminars including the work to be performed by the seminar secretariat at Eura-Audit.
- The DFMH should start identifying priority areas for donor assistance because USAID, a major donor for the national FP program in Cameroon, is scheduled to close in FY 1995.
- The next review of the INTRAH/DFMH project should be scheduled to coincide with the in-country dates of the team commissioned by USAID to assess the

impact of USAID assistance on the health and family planning program in Cameroon.

- Once the MOA between UNC-CH and the DFMH and the service contract between UNC and Cabinet Eura-Audit are approved by UNC-CH, USAID/Washington and the DFMH, INTRAH should organize work sessions with the DFMH and Eura-Audit to establish standard operating procedures for the day-to-day management of in-country funds for workplan activities. Special emphasis should be placed on the management of training activities in the provinces. During the next project review in March 1994, INTRAH should close both the Ministry of Public Health (MOPH) and the Gaye/Ekué accounts at Standard Chartered Bank in Yaoundé.
- RO/L and INTRAH Chapel Hill should determine if remaining buy-in #2 funds in the DFMH account at Standard Chartered Bank in Yaoundé can still be used. RO/L should inform USAID and the DFMH of the decision.

A briefing was conducted at USAID/Cameroon. A joint debriefing was conducted with Dr. Tsitsol, Mr. Greene, and Dr. Andela. During the debriefing, Mr. Greene stressed the fact that all activities must be completed by June 30, 1994.

SCHEDULE OF ACTIVITIES

- December 12** Mr. Gaye departed Lomé and arrived in Douala at 1:30 am. Dr. Sébikali was already in-country providing technical assistance to the DFMH for a comprehensive clinical FP skills workshop.
- December 13** Mr. Gaye and Dr. Sébikali departed Douala by bus and arrived in Yaoundé at 1:30 pm.
- Mr. Gaye and Dr. Sébikali briefed at USAID/Cameroon with Chief HPNO Mr. Richard Green and Population Coordinator Mrs. Regina Dennis.
- Mr. Gaye and Dr. Sébikali discussed recommendations from INTRAH/DFMH activities conducted since the last project review in September 1993 and prepared for meetings with the DFMH.
- December 14** Mr. Gaye and Dr. Sébikali continued work sessions and identified issues to be discussed with DFMH Director Dr. Louis Tsitsol, INTRAH/DFMH Project Coordinator Mr. Lucas Mbofung and Cabinet Eura-Audit.
- Met at the DFMH with Assistant Director Dr. Nkodo Nkodo and Mr. Mbofung to review the INTRAH team's assignment description and clarify Dr. Nkodo's expectations for the visit.
- Dr. Sébikali and Mr. Gaye reviewed the workplan and prepared for a follow-on meeting with Dr. Nkodo.
- Met at Eura-Audit with Director Mr. Dieudonné Leuze to review the assignment description and confirm an appointment for Wednesday, December 15.
- Work session with Dr. Nkodo to discuss the provincial seminars to disseminate the national MCH/FP service policy and standards.
- Mr. Gaye and Dr. Sébikali met to review results of meetings with Dr. Nkodo.
- December 15** Mr. Gaye and Dr. Sébikali prepared the draft workplan based on discussions with Dr. Nkodo and Mr. Mbofung.

Met at the DFMH with Dr. Tsitsol, Dr. Nkodo and Mr. Mbofung to review INTRAH/DFMH project goals and objectives and to review and discuss INTRAH and the DFMH's roles and responsibilities specified in the original subcontract and in the draft MOA for phase 3.

INTRAH was briefed on the DFMH retreat completed over the previous weekend and proposed communication procedures were discussed.

Work session at Eura-Audit with Mr. Leuze to review recommendations made after the national seminar to disseminate MCH/FP service policy and standards and to discuss results of meetings held with the DFMH.

Mr. Gaye debriefed Mr. Leuze on the status of the draft service contract and the MOA sent to INTRAH/Chapel Hill after the last project review visit.

Mr. Gaye and Dr. Sébikali began working on strategies for responding to the mission's request for INTRAH assistance in FP service planning in connection with the training of provincial-level MCH/FP service providers.

**December 16**

Mr. Gaye, Dr. Sébikali and Mr. Mbofung reviewed the revised workplan and prepared for the meeting with the DFMH Director and his staff.

Met with Dr. Tsitsol, Dr. Andela, Dr. Nkodo and Mr. Mbofung to review administrative and program issues and the draft workplan.

Met at the DFMH with Dr. Nkodo, Mr. Mbofung and Mr. Leuze to review the action plan for the upcoming provincial seminars to disseminate the MCH/FP service policy standards and FP protocols.

Mr. Gaye and Dr. Sébikali began working on the in-country budgets for the revised workplan activities.

**December 17**

Mr. Gaye and Dr. Sébikali continued work on the in-country budgets and prepared to debrief at the DFMH.

Debriefing at the DFMH with Dr. Tsitsol, Mr. Greene, Dr. Andela, Dr. Nkodo and Mr. Mbofung.

Mr. Gaye and Dr. Sébikali attend PCS' Dr. Jato's debriefing with Mr. Greene at USAID.

Visit Standard Chartered Bank.

Courtesy visit to UNFPA and met with Mr. Director Mr. Sidiki Coulibaly and Program Officer Mr. Pierre Onguene.

Met with Mr. Mbofung to review follow-on actions.

**December 18**

Mr. Gaye and Dr. Sébikali departed for Douala. Mr. Gaye departed Douala at 1:00 pm for Lomé and Dr. Sébikali departed at 4:00 pm for Kigali.

LIST OF ABBREVIATIONS

<b>CAMNAFAW</b>	Cameroon National Association for Family Welfare (Family Planning Association)
<b>CSI</b>	Integrated Health Center
<b>DFMH</b>	Directorate of Family and Mental Health
<b>EEC</b>	European Economic Community
<b>GTZ</b>	German Development Organization
<b>MOPH</b>	Ministry of Public Health
<b>PHC</b>	Primary Health Care
<b>RMB</b>	Reduction of Medical Barriers

**I. PURPOSE OF TRIP**

The purpose of the trip was to plan for INTRAH/DFMH CY 1994 workplan activities. Buy-in funds from USAID/Cameroon supported the trip.

**II. ACCOMPLISHMENTS**

- A. A meeting was held with the HPNO at USAID to discuss the mission's close-out plan and implications for scheduling INTRAH-assisted activities.
- B. Meetings were conducted with the newly-appointed DFMH Director Dr. Louis Philippe Tsitsol and his staff, Deputy Director Dr. Andela, Assistant Director Dr. Nkodo Nkodo and INTRAH/DFMH Project Coordinator Mr. Lucas Mbofung to discuss and resolve a number of project implementation and administrative problems.
- C. A meeting was held with Dr. Nkodo, Mr. Mbofung and Eura-Audit Director Mr. Diéudonné Leuze to clarify the roles and responsibilities of each party for the upcoming provincial seminars to disseminate the national MCH/FP service policy and standards and FP service protocols, using the proposed list of tasks for the seminars prepared during the June 23-July 7, 1993 INTRAH/DFMH project review (see Trip Report B-#381).
- D. Remaining activities in the INTRAH/DFMH workplan were reviewed. Each activity was discussed with the DFMH Director and USAID Chief HPNO Mr. Richard Greene to confirm that they are consistent with the MOPH's strategy to integrate FP into PHC and that they can be completed prior to June 30, 1994 when the mission plans to close.
- E. A meeting was held with Dr. Miriam Jato from PCS/Baltimore about PCS' assistance to implement the MOPH's proposed NORPLANT<sup>R</sup> expansion strategy.

- F. A courtesy visit was paid to UNFPA to meet with Mr. Sidiki Coulibaly, Director, and Mr. Pierre Onguene, Program Officer.
- G. A visit was paid to Standard Chartered Bank and a new checkbook was requested and obtained.
- H. Work sessions were conducted with Cabinet Eura-Audit to debrief on the November 1-2, 1993 national dissemination seminar and to review the status of outstanding financial reports.

### III. BACKGROUND

From June 23 - July 7, 1993 an INTRAH/FHI team visited Yaoundé to discuss joint INTRAH/FHI assistance to the DFMH to improve access to FP services (see Trip Report B-#381). The visit also provided INTRAH the opportunity to discuss the management of in-country funds with the DFMH and USAID.

An INTRAH team made a subsequent visit to Yaoundé in September 1993 to finalize phase 3 project agreements with the DFMH and Eura-Audit, the proposed UNC/CH fiscal agent (see Trip Report B-#401). During that visit USAID requested additional INTRAH assistance to conduct site visits to integrated health centers (CSIs) in the provinces from where service providers were to be trained in basic clinical FP skills for the purposes of planning for the expansion or introduction of FP services and to inventory FP equipment and supply requirements.

The visit described in this report was made to plan for INTRAH/DFMH CY 1994 workplan activities, including the site visits to CSIs. It was also necessary to identify and discuss with USAID and the DFMH the implications of the June 30, 1994 deadline for completing all USAID-supported activities on INTRAH-assisted activities.

#### IV. DESCRIPTION OF ACTIVITIES

##### A. USAID/Cameroon

The INTRAH team met with Mr. Richard Greene, Chief HPNO, and Mrs. Regina Dennis, Population Coordinator. Mrs. Dennis was leaving for vacation the next day and was not available during the rest of the visit. The following was learned and or discussed with the mission:

- The mission will close in FY95 and has requested that all activities be completed by June 30, 1994. There are to be no expenditures after June 30 and all expenditures must be reported no later than August 31, 1994. INTRAH should include all administrative actions and deadlines for buy-in #3 in the CY 1994 workplan, and should process all outstanding bills for buy-in #2 (which terminated on December 31, 1993) as soon as possible.
  
- An assessment of the impact of the USAID Family Health Project will be conducted by a team of Dr. Frank Baer and Ms. Ming Hung in March 1994. Dr. Baer will work on the health portion while Ms. Hung will concentrate on family planning. Mr. Greene wants the team to focus on establishing a policy framework for the integration of FP into PHC.
  
- It is a mission priority to support the integration of FP into CSIs and has asked INTRAH to coordinate the basic clinical FP training of service providers from CSIs with the provision of equipment and supplies to the centers. It is not necessary to visit all the CSIs but INTRAH should conduct site visits with the DFMH and provincial delegates to plan for the expansion or introduction of FP services and to inventory FP service equipment and supply requirements. The

mission wants an INTRAH/DFMH team to visit UNICEF-supported CSIs in the Central Province, as a priority. If resources are available, a sample of CSIs in all project provinces should be visited.

- The mission expects INTRAH to provide technical and financial assistance to the DFMH to strengthen the NORPLANT<sup>R</sup> module of the comprehensive clinical FP skills curriculum, as part of the DFMH's strategy to expand the availability of NORPLANT<sup>R</sup> services. INTRAH should coordinate the revision of the curriculum with JHPIEGO. Other modules in the curriculum to be revised include the maternal health, breastfeeding and surgical contraception modules.

- The mission asked INTRAH to assist the DFMH to present their needs for FP and MCH support to other donor agencies during a June 1994 roundtable meeting, which INTRAH should facilitate. In preparation for this meeting, the mission will ask each CA working with the DFMH to prepare packets of the materials developed with assistance from that CA. The packets will be distributed to donor agencies, including FAC, GTZ, EEC, FIDA, World Bank and CAMNAFAW, prior to the meeting with a cover letter from the DFMH.

- USAID asked INTRAH to reduce the scope of the final PAC Iib follow-up of INTRAH-trained trainees because there is no assurance of continued USAID support. INTRAH recommended that a sample of trained provincial-level basic clinical FP service providers, clinical preceptors and provincial trainers should be followed-up and the results used to strengthen the strategy for integrating FP into PHC.

Mr. Greene emphasized that all FHI-assisted research activities to study the impact and contributions of distribution and dissemination of MCH/FP service policy, standards and service protocols on the reduction of medical barriers to FP service access must be completed by June 30, 1994.

**B. Directorate of Family and Mental Health (DFMH)**

Two half-day meetings were held with the DFMH Director Dr. Louis Philippe Tsitsol and his staff, Deputy Director Dr. Andela, Assistant Director Dr. Nkodo Nkodo and INTRAH/DFMH Project Coordinator Mr. Lucas Mbofung. The meetings, which were requested by Dr. Tsitsol, provided a forum for discussion and resolution of a number of project implementation problems which had also been discussed during the December 11-12, 1993 SEATS-financed DFMH retreat. Points discussed and resolved included the following:

1. Provincial seminars to disseminate the national MCH/FP service policy and standards and FP service protocols.

Dr. Nkodo has been designated the DFMH contact person for the provincial seminars and will supervise the seminar planning committee and work with the Seminar Coordinator and Secretariat. He will draft two "notes de service" by December 24: one to inform provincial delegates of the purpose and dates of the seminars, and another to inform them of preliminary visits by him and the Seminar Coordinator prior to each seminar. Both "notes de service" will be signed by the Minister of Public Health. The visits to the provinces are scheduled in Bamenda from January 20-22, 1994, in Douala and Limbé from January 26-29, 1994, and in Garoua from February 3-5, 1994.

It was agreed that during the preliminary visits Dr. Nkodo will orient the provincial delegates to the seminars, clarify the seminar purpose and roles and responsibilities of facilitators, and discuss participant selection criteria. The Seminar Coordinator, in consultation with the Provincial Delegate, will focus on logistical arrangements including confirmation of seminar sites, identification of a local secretary, preparation of the final budget and clarification of per diem payment and transportation reimbursement policies. The DFMH will prepare a draft agenda for the seminar and fax it to RO/L for review and comment. The draft agenda will be finalized upon Dr. Manuel Pina's arrival in-country approximately 10 days prior to the first provincial seminar.

2. Dr. Sébikali participated in a work session on impact data collection with INTRAH Regional Evaluation and Supervision Specialist Mr. Bongwele Onanga, who was in-country to conduct a clinical preceptor skills workshop, and Mr. Mbofung. They recommended that two impact data collection activities be included in the INTRAH/DFMH workplan (see #s 1 and 2 in Appendix C). The costs of activity #1 were estimated to be approximately 80,000 CFA.
3. The two training evaluation workshops for provincial trainers should be deleted from the workplan and substituted with a workshop to orient national and provincial trainers to training evaluation and planning for follow-up of trained provincial service providers from integrated health centers and site visits to CSIs in Central Province to plan for the expansion or introduction.

of FP services and to inventory FP service equipment and supply requirements. Site visits to CSIs in other USAID bilateral-assisted provinces will be made dependant on the availability of funds.

4. The supplemental training skills workshop for national trainers should be changed to a workshop to revise the comprehensive clinical FP curriculum to strengthen the modules on NORPLANT<sup>R</sup>; maternal health, breastfeeding as a method of contraception, and surgical contraception.
5. Dr. Tsitsol and Dr. Nkodo were concerned that there will be an unmet need for trained clinical FP service providers. SEATS should be asked to financially support 2-3 additional participants to the two remaining INTRAH-assisted comprehensive clinical FP skills workshops.

#### Management of In-country Funds

The DFMH requested clarification about management of in-country funds. Drs. Tsitsol and Nkodo told the INTRAH team that they had never been briefed on the background of INTRAH/DFMH project implementation mechanism. Roles and responsibilities of the DFMH and UNC/CH were reviewed and discussed. Sources of funding for the national seminar to disseminate the MCH/FP service policy and standards, FHI reduction of medical barriers (RMB) study and other workplan activities were clarified. The DFMH was informed of the status of the MOA and fiscal agent service contract with Eura-Audit. Until these documents are approved by UNC-CH, USAID/ Washington and the DFMH, funds to support in-country activities will remain in the custody of INTRAH staff and consultants providing technical assistance.

### DFMH Telephone Charges

Dr. Tsitsol informed the INTRAH team that INTRAH was to contribute to telephone and fax charges incurred by the DFMH. The telephone was installed at the DFMH by SEATS which shares the same number. Mr. Gaye reminded Dr. Tsitsol that INTRAH had never agreed to pay telephone bills. A maximum of 27,000 CFA was budgeted in each activity for communication expenses (i.e. express mail, faxes and telephone calls to RO/L). Part of that money could be used to reimburse telephone expenses incurred in support of the INTRAH/DFMH project. The calls will need to be clearly identified and justified. The DFMH was encouraged to establish a system to receive itemized phone bills so that charges can be identified. In the meantime, a telephone bill presented to INTRAH in the form of a "note de service" signed by Dr. David Awasum on August 12, 1993 will not be paid with INTRAH funds. There is no justification for the 461,800 CFA requested from INTRAH.

### C. Other Agencies and Organizations

#### Eura-Audit

The INTRAH team visited Eura-Audit for work sessions with Mr. Dieudonné Leuze, Director, and with Me Kima, coordinator for the national and provincial seminars to disseminate the national MCH/FP service policy, standards and FP service protocols.

The status of the draft MOA and service contract with Eura-Audit was discussed and the revised schedule for the dissemination seminars was reviewed.

Back-up documentation and receipts were collected for the September/October 1993 training of provincial trainers in training methodologies conducted in Maroua (Trip Report B-#348). According to Eura-Audit, activities for which reports have not been prepared

include Mr. Lucas' participation in the Limbé Seminar on integration of FP into PHC (235,000 CFA), the August 1993 workshop to develop a basic clinical FP skills curriculum for service providers (Trip Report B-#346), and the August/September 1993 comprehensive clinical FP skills workshop conducted in Bamenda (Trip Report B-#212). The report for the June/July 1993 comprehensive clinical FP skills workshop conducted in Douala (Trip Report B-#336) has been completed and was submitted to the MOPH for signature two months ago.

The Eura-Audit Director informed INTRAH that he has not been paid for several bills submitted to INTRAH.

#### PCS

At the request of USAID/Cameroon, Dr. Sébikali reviewed a draft counseling booklet for NORPLANT<sup>®</sup> and the INTRAH team attended Dr. Jato's debriefing at USAID. At the end of Dr. Jato's debriefing, Mr. Greene asked INTRAH to contact JHPIEGO to discuss the revision of the comprehensive clinical FP curriculum. Agency roles must be clarified and training norms and standards should be determined with the DFMH. Mr. Greene understood that 5 NORPLANT<sup>®</sup> insertions was the norm proposed by JHPIEGO. INTRAH should receive a copy of the NORPLANT<sup>®</sup> training curriculum being used by JHPIEGO.

#### UNFPA

A courtesy visit was paid to UNFPA. The INTRAH team met with Mr. Sidiki Coulibaly, Director, and Mr. Pierre Onguene, Program Officer. Mr. Coulibaly has been transferred to Senegal and will leave Cameroon within the next few months.

INTRAH learned that UNFPA submitted a project document to the DFMH for review and approval. The 3-year,

\$2,000,000 includes support for a resident advisor at the DFMH. According to Mr. Onguene, the project intends to build on INTRAH's work in Cameroon. DFMH approval is expected in February 1994 and activities are expected to begin in March 1994.

V. FINDINGS/CONCLUSIONS AND RECOMMENDATIONS

1. Finding/Conclusion

The draft workplan that was prepared during the visit includes activities that are not in the current delivery order for buy-in #3. USAID expects that these activities will be paid from buy-in #3 funds, assuming the availability of funds after budgets are recalculated and assuming USAID/Washington approval of an amended delivery order scope of work.

Recommendation

RO/L should complete preparation of the revised in-country and technical assistance budgets and, in consultation with INTRAH/Chapel Hill, determine the remaining balance for buy-in #3 and inform USAID/Cameroon and the DFMH.

2. Finding/Conclusion

All activities must be completed by June 30, 1994. This means that scheduled workplan activities cannot be postponed.

Recommendation

The DFMH should immediately contact the provincial delegates to confirm proposed activity dates. For sites where there are political and civil unrest (such as Bamenda), the DFMH should consider changing venues because there is not enough time to reschedule activities. The DFMH should provide support to Dr. Nkodo in his new role as the contact person for the provincial seminars to disseminate national service policy and standards and FP protocols.

3. Finding/Conclusion

USAID has been the largest donor for family planning in Cameroon. Progress has been made in a short period of time, but there has been a high level of technical assistance. In order to continue making progress it

will be necessary for other donors to increase their support for the national FP program.

#### Recommendations

The Ministry of Public Health and the DFMH should start identifying priorities for assistance by other donors in the area of FP and MCH. A round table meeting should be held during the INTRAH/DFMH PAC IIB final project review for the DFMH to present their needs for technical and financial assistance to other donor agencies. USAID and the DFMH asked INTRAH to facilitate this meeting.

#### 4. Finding/Conclusion

USAID requested that the INTRAH Regional Director be present as a resource person in-country during the proposed assessment of USAID's contributions to the health and FP program in Cameroon.

#### Recommendation

The next project review should be scheduled to coincide with the in-country dates of the team commissioned by USAID to prepare an assessment of the impact of USAID assistance on health and family planning in Cameroon.

#### 5. Findings/Conclusions

There are still many procedural questions about the proposed fiscal agent and its relationship with the DFMH. Many questions were discussed with Dr. Awasum and the old DFMH management team. Because there is a new management team at the DFMH, it will be necessary to clarify each party's roles and responsibilities and to review the procedures for the DFMH to access financial resources to be managed by Eura-Audit.

There are more than 700,000 CFA (\$3,000) in the DFMH account at the Standard Chartered Bank in Yaoundé. However, the DFMH still has questions about a participant to a past Bamenda training who did not receive his per diem. The DFMH will clarify the situation and inform INTRAH. In the meantime INTRAH needs to determine whether buy-in #2 funds can still be spent. If they can be spent, Mr. Mbofung's data collection activity should be paid with the funds. The remaining funds can also cover the payment of airport customs clearance of training materials sent by RO/L.

### Recommendations

Once the MOA and service contract with Eura-Audit are approved, INTRAH should organize work sessions with the DFMH and Eura-Audit to establish standard operating procedures for the day-to-day management of in-country funds for training activities. Special emphasis should be placed on the management of training activities in the provinces.

During the next project review in March 1994 INTRAH should close both the MOPH and the Gaye/Ekué accounts at Standard Chartered Bank Yaoundé.

RO/L and INTRAH/Chapel Hill should determine if remaining buy-in #2 funds in the DFMH account at Standard Chartered Bank in Yaoundé can still be used. RO/L should inform USAID and the DFMH of the decision.

### 6. Finding/Conclusion

In order to allow the DFMH to better manage the flow of information INTRAH was requested to send all correspondence with the INTRAH/DFMH Project Coordinator through the DFMH Director. The Director will ensure that faxes and phone calls transmitted through his office will be promptly forwarded to the persons to whom they are addressed.

#### Recommendation

In order to conform to new DFMH communication policies INTRAH should send all faxes and regular correspondence directly to the DFMH Director.

### 7. Finding/Conclusion

The current INTRAH/DFMH workplan includes FHI-assisted research activities to study the impact and contributions of MCH/FP guides and guidelines dissemination and distribution on improving access to MCH/FP services. Some of those activities are scheduled to be conducted after the June 30, 1994 deadline for completion of all activities.

#### Recommendation

INTRAH should contact FHI to discuss rescheduling of the RMB study activities that go beyond June 30, 1994. INTRAH and FHI should inform the mission and the DFMH of the new proposed dates.

APPENDIX A

Persons Contacted/Met

APPENDIX A

Persons Contacted/Met

United States Embassy

Her Excellence Harriet ISOM, US Ambassador to Cameroon

USAID/Cameroon

Mr. Richard GREENE, Chief HPNO

Mrs. Regina DENNIS, Population Coordinator

Mr. Paul GILE, GSO

Ms. Roberta JACOBS, Personal Service Contractor

Department of Family and Mental Health

Dr. Louis Philippe TSITSOL, Director

Dr. ANDELA, Deputy Director

Dr. Nkodo NKODO, Assistant Director

Mr. Lucas MBOFUNG, INTRAH/DFMH Project Coordinator

Mr. PENN, Logistics Coordinator

Others

Ms. Ming HUNG, Consultant

Mr. Francis FREY, Caisse Française of Cooperation Economique

Mr. Georges VISHIO, SEATS Resident Advisor

Mr. Dieudonné LEUZE, Eura-Audit Director

Me KIMA, Coordinator for the National and Provincial  
Seminars

Mr. Colin DIKOS, Eura-Audit Accountant

Mrs. Lisa MATT, ISTI

Mr. Roger SEUKAP, PCS/MOPH

Mr. Sidiki COULIBALY, UNFPA Director

Mr. Pierre ONGUENE, UNFPA Program Officer

Dr. Miriam JATO, PCS

APPENDIX B

INTRAH Team's Debriefing Memo to USAID/Cameroon and the DFMH

Programme International pour la Formation en Matière de Santé  
Program for International Training in Health

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Faculté de Médecine, Université de la Caroline du Nord  
The University of North Carolina at Chapel Hill  
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EXIT MEMORANDUM

To : Richard Greene,  
Chief HPNO  
USAID Cameroon

Dr. Louis Philippe Tsitsol  
Director  
DFMH

From: Pape Gaye  
INTRAH Regional Director

Dr. Boniface Sebikali  
INTRAH Consultant

Subject : Project Planning Visit  
Dec. 12 - 18, 1993.

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From Dec. 12 - 18, 1993 Mr. Pape A. Gaye INTRAH Regional Director and Dr. Boniface Sebikali INTRAH Consultant visited Yaounde. The purpose of the visit was to plan for CY 1994 activities taking into consideration the upcoming USAID mission closing.

Gaye and Sebikali met with USAID Cameroon chief HPNO and Population Coordinator and with the DFMH Director and his staff to clarify the assignment scope of work and to plan the visit. (See trip Assignment Description).

Because of the recent installation of a new management team at the DFMH, more time than anticipated had to be spent reviewing INTRAH/DFMH phase 3 project objectives and implementation mechanisms.

A joint debriefing meeting was conducted with Dr. Tsitsol, DFMH Director, Dr. Andela, National Family Health Coordinator and Mr. Richard Greene, Chief HPNO. During the debriefing Mr. Greene stressed the fact that it was imperative that all activities be completed by June 30, 1994 according to the mission close out plans.

Major visit accomplishments and recommendations for follow-on action are summarized in the present memo. It is understood that final decision on any of the recommendations will be coordinated with INTRAH Chapel Hill. Changes resulting from INTRAH's internal review will be submitted and discussed with the DFMH and USAID.

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The attached workplan for the period of Dec. 1993 - June 1994 was developed and reviewed with the DFMH and USAID. Confirmation of proposed activities will be made after the balance of available buy-in #3 funds for in-country and TA has been determined. Changes in Delivery Order #14 which will result from the proposed new workplan will be communicated by USAID/Cameroon to INTRAH CTO in Washington. By the end of the visit,

With USAID

- 1. A meeting was held with the HPNO at USAID during which the mission close out plan was discussed. INTRAH learned that:
  - a. The mission is closing and has requested that all activities be completed by June 1994. No expense can occur after June 30 and all letter of credits and expenditures should be drawn down a month or two after June 30. INTRAH should identify all necessary administrative actions and include them in the CY 1994 workplan and INTRAH Chapel Hill should submit all outstanding bills. Mrs Regina Dennis, Population Coordinator has already requested close out of buy-in #2 charges.
  - b. An assessment of the impact of USAID Health and Family Planning project will be conducted by a team of Dr. Frank Baer and Ming Hung in March 1994. Baer will work on the Health portion while Hung will concentrate on Family Planning. Greene would like to see the paper to be prepared by the team stress the setting of the policy framework for Family Planning in Cameroon and the integration of FP into PCH. USAID requested that INTRAH Regional Director be present in country during the assessment to discuss the document on INTRAH's contribution to the impact.

The mission still considers the integration of FP into PHC sites as a major priority and has stressed the importance for INTRAH to coordinate the training with the preparation of sites. It will not be necessary to visit all the Integrated Health Centers but INTRAH should plan visits to work with the DFMH and Provincial Delegates to ensure that FP services are available immediately following training. The mission's priority is a visit to UNICEF PHC in the Center Provinces. But if resources are available the mission would like to see all project provinces visited.

INTRAH's expected role in the Norplant expansion strategy will be to coordinate and provide assistance for the revision of the comprehensive clinical FP training curriculum to reinforce the module on Norplant. INTRAH was requested to coordinate with JHPIEGO and to provide Technical and financial assistance for this revision. INTRAH is expected to pay for this assistance with Buy-in #3 funds. Other modules in the comprehensive training curriculum that will need to be reinforced are the Maternal Health, Breastfeeding and Surgical Contraception modules.

- e. The mission would like to see INTRAH include activities in the CY '94 workplan that would help prepare the DFMH for future assistance by other donors. Each CA working with the DFMH will be requested to prepare approximately 10 packages which will include all materials developed with assistance from that CA. The packages will be formally presented to other donors including FAC, GTZ, EEC, FIDA, World Bank and CAMNAFAW during the month of June 94. The DFMH will prepare a letter to accompany the packages. Also INTRAH will be expected to facilitate a Round Table with donors working with the DFMH. The Round Table to be held in June 1994 will look at priority Family Planning and MCH assistance areas for Cameroon.
- f. The last trainee follow-up should be substantially reduced in scope since there is no assurance of a USAID funded follow-on project. USAID wanted the final follow-up to be cancelled. INTRAH suggested that at least a small sample of trained provincial service providers be followed-up and the results used to strengthen the strategy for integrating Family Planning into Primary Health Care.

#### With the DFMH

1. Two half day meetings were held with the DFMH new Director Dr. Louis Philip Tsitsol and his staff, Dr. Andela, Deputy Director, Dr. Nkodo Nkodo, Assistant Director and Mr. Lucas Mbofung, INTRAH/DFMH Project Coordinator. The meetings which were formally requested by Dr. Tsitsol and coordinated with INTRAH/Lomé prior to the visit provided a forum for discussion and resolution of a number of project implementation problems many of which were discussed during a retreat financed by SEATS during the week-end of Dec. 11 - 12, 1993. Points discussed and resolved included the following:

- a. Provincial Seminars to disseminate National MCH/FP service policy and standards and FP protocols;

Dr. Nkodo Nkodo has been designated as the DFMH point person for the provincial seminars. Dr. Nkodo will supervise the seminar planning committee and will work with the Seminar Coordinator and Secretariat. He will draft two notes de service by Dec. 24, one for the provincial delegates informing them of the dates and purpose of the seminars and one informing them of preliminary visits by him and the Seminar Coordinator prior to each seminar. Both notes de service will be signed by the Minister of Public Health. The visits to the provinces will be conducted according to the following calendar:

Bamenda: Jan. 20-22, Douala and Limbe: Jan. 26-29 Garoua: Feb.3-5 1994. It was agreed that during the preliminary visits Dr. Nkodo will orient the provincial delegates to the seminars, clarify the seminar purpose, discuss participant selection criteria, clarify roles and responsibilities of facilitators. The Seminar Coordinator will focus on the logistic aspects including confirmation of seminar sites, identification of local secretary, preparation of final budget and clarification of per-diem payment and transportation reimbursement policies in collaboration with the Provincial Delegate. The DFMH will start working on a draft agenda for the seminar to be faxed to INTRAH/Lomé for review. The draft agenda will be finalized upon Dr. Pina's arrival in country approximately 10 days prior to the first provincial seminar.

A meeting was held with Dr.Nkodo Nkodo, Mr. Lucas Mbofung and Mr. Leuze from Eura-Audit representing the coordinator. During the meeting roles and responsibilities of each party were clarified using the document prepared during the June 23-July 7, 1993 project review.

- 2. Remaining activities in the INTRAH/DFMH project were reviewed. Each activity was discussed with both the DFMH Director and Richard Greene to confirm that they fall within the strategy to integrate FP in PHC and to confirm that they will still be feasible given the June 30 planned mission closing.

- a. During their stay in Douala, INTRAH Regional Evaluation and Supervision Specialist Bongwele Onanga, Dr. Sebikali and Lucas Mbofung conducted a work session on Impact Data Collection on INTRAH activities with the DFMH. It was recommended that two activities be included in the workplan (see #1 and 2 in attached workplan). It was estimated that activity #1 would cost approximately 80,000 CFA. The INTRAH team learned that there still was over 700,000 CFA (\$ 3,000) in the DFMH account at Standard Chartered Bank in Yaoundé. However there are still questions about a participant to a past Bamenda Training not having received their per diem. The DFMH will clarify the situation and inform INTRAH. In the meanwhile it needs to be determined whether those funds (buy-in #2 funds) can still be spent. If it is determined they can be spent, Mr. Mbofung's data collection exercise can be paid with the funds. Other expenses that the remaining funds can cover include the payment of airport custom clearance of training materials sent by ROL.

- b. It will not be possible to complete the two remaining Training Workshops in Training Evaluation for provincial trainers. It was recommended that one workshop be conducted in the form of an orientation to Training Evaluation combined with a planning of a short follow up of trained provincial service providers from CSIs. (USAID to confirm if this option is acceptable in lieu of pure cancellation of both the Evaluation Workshop and the final trainee follow-up.

- c. The workshop to provide additional course planning and Training Skills to National Trainers should be changed to a workshop to revise the comprehensive clinical FP curriculum to reinforce the modules on Norplant, Maternal Health, Breastfeeding as contraception and Surgical Contraception.
- d. Funds originally intended for the second training evaluation workshop, and a much larger trainee follow-up should be used to pay for site visits to PHC sites. CSIs in the Center provinces should be visited first and decision on additional provinces made once the buy-in #3 has been determined.
- e. Dr. Tsitsol and Dr. Nkodo Nkodo are both concerned that there will a large unmet demand for trained service providers. They suggest that a request be made for SEATS to fund the training of additional Service providers in the remaining two comprehensive FP workshops. In order to be able to train a larger number of providers it was suggested that sites in both Yaoundé and Douala during the upcoming January workshops. Dr. Sebikali will be helping plan for the practicum.

3. A draft workplan for the period of Dec. 93 - June 30, 1994 was prepared, discussed and reviewed with the DFMH staff. Mr. Green participated in the discussions about the workplan and provided the USAID mission's perspective on the June 30, 1994 mission close out. (see attached)

4. A number of administrative and financial issues were discussed including:

a. INTRAH/DFMH communication.

In order to allow the DFMH to better manage the flow of information INTRAH was requested to send all correspondence with the project Coordinator through the DFMH Director. The Director will ensure that faxes and phone calls transmitted through his office will be promptly forwarded to the persons to which they are intended.

b. Management of in-country funds:

The DFMH requested clarification about management of in-country funds. Dr. Tsitsol and Nkodo told the INTRAH team that they had never been properly briefed on the background of INTRAH/DFMH project implementation mechanism. Roles and Responsibilities of the DFMH and UNC/CH were reviewed and discussed. Sources of funding for the National Service Policy and Protocols dissemination seminars, FHI RMB study and other workplan activities were clarified. The DFMH was informed of the status of the MOA and fiscal agent service contract with Eura Audit. The docs are being finalized by INTRAH Chapel Hill and will be sent in-country when ready. In the meanwhile money for in-country activities will remain in the custody of INTRAH staff and Consultants traveling to Cameroon and providing the TA.

c. DFMH telephone charges:

Dr. Tsitsol informed the INTRAH team that INTRAH was to contribute to telephone and fax charges incurred by the DFMH. The telephone was installed by SEATS which shares the same number. Gaye reminded Dr. Tsitsol that there had never been agreement for INTRAH to pay telephone bills. A maximum of 27,000 CFA was budgeted in each activity for communication (Express mail, fax and telephone with ROL). Part of that money could go toward the reimbursement of telephone expenses incurred in the context of the INTRAH/DFMH project. The calls will need to be clearly identifiable and justifiable. The DFMH was encouraged to devise a system allowing them to receive itemized phone bills so that charges can be identified. In the meanwhile a bill presented in the form of a note de service signed by Dr. Awasum on Aug. 12, 1993 to INTRAH for its contribution to telephone charges will not be paid with INTRAH funds. There is no justification for the CFA 461,800 requested from INTRAH.

5. A meeting was held with Dr. Miriam Jato from PCS/Baltimore about PCS's work in the proposed Norplant expansion strategy. A draft counseling booklet for Norplant was reviewed by Dr. Sebikali.

At the request of USAID/Cameroon, the INTRAH team attended Dr. Jato's debriefing at USAID. PCS will also be helping develop media spots. At the end of the meeting Greene asked that INTRAH contact JHPIEGO to discuss the revision of the comprehensive clinical FP curriculum. Roles must be clarified and training norms and standards determined with the DFMH. Greene understood that 5 insertions was the norm proposed by JHPIEGO. INTRAH should receive a copy of the Norplant Training curriculum being used by JHPIEGO.

6. A draft revised in-country budget was prepared for the workplan. Because of time constraints the team did not have a chance to discuss the budget with the DFMH and USAID.

7. A courtesy visit was paid to UNFPA. The INTRAH team met with Mr. Sidiki Coulibaly UNFPA Director and Mr. Pierre Ongene Program Officer. INTRAH learned that UNFPA has already submitted a project proposal document to the DFMH for review and approval. The project will be a 3 year \$2,000,000 project and calls for the placement of a resident Advisor at the DFMH. According to Mr. Ongene the project intends to build on INTRAH's work in Cameroon. Approval is expected for February and activities are expected to begin in March 1994.

8. A visit was paid to Standard Chartered and new check book requested and obtained prior to leaving the country.

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9. Work sessions were conducted with Eura-Audit to debrief on the role of the Coordinator and Secretariat during the National Seminar and to review the status of outstanding financial reports. Back up documentation and receipts were collected for trip # 348 (TOT in Maroua). According to Eura-Audit activities for which reports have not been prepared include Mr. Lucas's participation to the Limbe Seminar on PHC, (CFA 235,000), trip #B-346 (workshop to develop a curriculum for basic FP training), Trip # B-212 comprehensive clinical FP training in Bamenda. The report for trip #B-336 has been completed and submitted for signature at the MOH two months ago.

#### Recommendations

1. Given the short time between now and the schedule USAID mission closing the DFMH should immediately contact the provincial delegates to confirm proposed activity dates. For sites where there are political and social unrest (such as Bamenda ), the DFMH should consider changing venues as there will not be enough time to reschedule activities. The DFMH should provide support to Dr. Nkodo Nkodo in his new role as point person for the provincial seminar to disseminate National Service Policy and Standards and FP protocols.
2. Given the upcoming USAID mission closing and the fact that USAID has been the major donor for Family Planning in Cameroon, the DFMH should start identifying its priorities for assistance.
3. The next project review should be scheduled to coincide with the presence of the team commissioned by USAID to prepare an assessment of the impact of USAID assistance on Health and Family Planning in Cameroon.
4. Once the MOA and service contract with Eura-Audit are signed INTRAH should organize work sessions with the DFMH and Eura-Audit to establish SOPs for the day to day management of in-country funds for training activities. A special emphasis should be placed on the management of provincial training activities. During the next project review in March INTRAH should close both the MOH and the Gaye/Ekue accounts at Standard Chartered Yaoundé.
5. In order to conform to new DFMH communication policies INTRAH should start sending all faxes and regular correspondence directly to the DFMH Director.
6. ROL and INTRAH Chapel Hill should determine if remaining funds from buy-in #2 in the DFMH account at Standard Chartered Bank in Yaoundé can still be used. ROL should inform USAID and the DFMH of the final decision.
7. ROL should complete the revised in-country and TA budgets for the proposed revised workplan. A draft memo summarizing the necessary changes in the Delivery Order should be sent to USAID/Cameroon.

CC: Lea, Knauff, Corbett, Durham, Ekue, Pina, Bongwele.

APPENDIX C

Draft Revised Workplan for INTRAH/DFMH Activities,  
December 1993 - June 1994

COMPONENTS	Contact Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
1 Impact Data Collection in FP service delivery sites in the Center Province		Dec.20-Jan,10 1994	Hospitals and PMI centers in the Center Provinces: Biyemassi, Briquerie, Obala, Nkolndongo, Efulan PMI Central Yaounde	Mbofung L.	
2 Analysis of baseline data on FP service provision		Dec.1993-Apr-94		Mbofung L.	
3 Translation, Printing and Binding of 50 copies of the Curriculum for Basic FP Skills Training (French and English)		TBD By Jan 15, 1994		RO/L	buy-in #3
4 Comprehensive clinical FP Skills Workshop for physicians midwives and nurses Trip # B-398 (Yaounde)	16	Jan.10-Feb.11 1994	2 from Ext.North 2 from North West 5 from Central 3 from Adamaoua	Kukah, O(NTT) Dr. Molu S Sebikali (3wks) (Jan.10-29)	Buy-in # 3
5 Training of Provincial Service Providers in Basic FP Skills (I) (Yaounde) Trip #B-405		Jan.24-Feb.5 1994	11 service providers from Center Province Balamba 1, Yangben 1, Lembe1 Mabolo 1, Essong 1, Yemesoa 1, YemeYeme 1, Mengang 1 Kobdomo 1, Nyamanga 1, Enangana 1.	Belem, J. 2 Provincial Trainers	Buy-in #3
6 Visit to PHC sites in the Center Province to plan for FP services		Jan.31- Feb.4 1994		Dr. Sebikali Mbofung 1 SEATS/DSFM 1 provincial Delegate	To be confirmed upon availability of buy-in #3 funds

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COMPONENTS	Contract Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
7 Training of Provincial Provincial service Providers in Basic FP(II) (Bamenda) Trip # B-406		Jan.31-Feb.12 1994	11 service providers from Northwest Mendankwe 1, Mbigo Bpt.1, Acha Annex 1, Bamessing 1, Babungo 1, Bossah, 1, Anygira 1, Widikum 1, St J of God 1, Pinyin 1, Mambo 1	Kazadi, S 2 provincial Trainers	Buy-in #3
8 Provincial Seminar to disseminate National MCH/FP Service Policy and Standards and FP Protocols: I Bamenda Trip # B-363		Feb.14-16 1994	50 MCH/FP Service providers (including all service providers from study sites), head physicians/supervisors, staff from PST institutions in charge of MCH/FP, sections from public and private sectors	Pina, M 1 TBD/Corbett? Phillips, A(FHI) 1 from Provincial Delegation Mbofung 1 DSFM central 2 National Trainers	RMB funds
9 Prov. Sem to diss. MCH/FP Service Policy and Standards and FP Protocols: II Southwest Prov. (Limbe) Trip # B-364		Feb.21-23 1994	50 MCH/FP Service providers (including all service providers from study sites), head physicians/supervisors, staff from PST institutions in charge of MCH/FP, sections from public and private sectors	Pina, M 1 TBD/Hounzah Romocki, L (FHI) 1 from Provincial Delegation Mbofung 1 DSFM central 2 National Trainers	RMB Funds
10 Provincial Seminar to disseminate National MCH/FP Service Policy and Standards and FP Protocols: III Litt. Prov. (Douala) Trip #B-365		Feb.28-March 2 1994	50 MCH/FP Service providers (including all service providers from study sites), head physicians/supervisors, staff from PST institutions in charge of	Pina, M Hounzah Romocki, L (FHI) 1 from Provincial Delegation	RMB Funds

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COMPONENTS	Contract Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
11 Comprehensive Clinical FP Skills Workshop for Physicians, Midwives and nurses (Douala) Trip # B-399		Feb 14-March 11 1994	14 service providers 3 from Ext.North 3 from Adamaoua 8 from Center	Kala Lobe Nzie Julienne Belem (3 wks) (Feb. 14-Mar.4)	Buy-in # 3  DFMH to request funds from SEATS for 5 add pts
12 Provincial Seminar to disseminate National MCH/FP Service Policy and Standards and FP Protocols: IV Center Provinces including South (Yaounde) Trip #B-368		March 16-18 1994	50 MCH/FP Service providers (including all service providers from study sites), head physicians/supervisors, staff from PST institutions in charge of MCH/FP, sections from public and private sectors	Pina Sebikali ? Adrian L. (FHI) 1 from Provincial Delegation Mbofung L 2 National Trainers 1 DSFM central	RMB Funds
13 Provincial Seminar to disseminate National MCH/FP Service Policy and Standards and FP Protocols: V Extreme North (Garoua) Trip #B-367		March 23-25 1994	50 MCH/FP Service providers (including all service providers from study sites), head physicians/supervisors, staff from PST institutions in charge of MCH/FP, sections from public and private sectors	Pina Sebikali ? Adrian L. (FHI) 1 from Provincial Delegation Mbofung L 2 National Trainers	RMB funds
14 Training of Provincial Service Providers in Basic FP(III) Ngaoundere Trip # B-409		March 28-Apr.9 1994	11 service providers From Adamaoua Belel 1, Nyambaka 1, Mbam Mboum 1, Ngangha 1, Sassa-beresi 1, Dibi 1, Likok 1, Martap 1, Galim Tignere 1, Doualatal 1, Minim 1	Sebikali ? 2 provincial Trainers	<b>DRAFT</b>
15 Training of Provincial Service Providers in Basic FP(IV) Maroua Trip # B-408		March 28-Apr.9 1994	10 service providers From Ext. North: Wina1, Kalfou1 Mage 1, Foulou 1, Daran1, Midjirvin 1, Tchatabali 1, Kai Kai 1 Dourroum1, Moutourwa 1	Pina 2 provincial Trainers	Buy-in #3

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COMPONENTS	Contact Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
16 Project Monitoring visit trip # B-452		March 21-Apr. 2 1994		Gaye P. Ekue B.	Buy-in #3 arrangements to be made for closing bank accounts and in-country subcontracts <b>DRAFT</b>
17 Site visit to NW, SW provinces to provide TA to service providers trained in basic clinical FP		April 11-16 1994		Pina 2 national Trainers 1 Provincial Deleg.	To be confirmed upon availability of buy-in #3 funds
18 Site visits to Ad. + Ext. Nort. PHC sites to provide TA servi. prov. trained in basic clinical FP		April 11-16 1994		1 INTRAH 2 National Trainers 1 from Provincial Delegation	To be confirmed depends on the availability of Buy-in#3 funds
19 Train. of Prov. Serv. Providers in Basic FP(V) Kribi		April 11-23 1994	10 Service Providers From South Province Olamze 1, Londji 1, Elongbatindi 1, Akom 1, Bibindi 1, Mengong 1, Disp. Urb. Ebolwa 1, Biwong Bane 1, Oveng Gyemva 1, Melen 1	1 INTRAH 2 provincial Trainers	Buy-in #3
20 Train. of Prov. Serv. Providers in Basic FP(VI) Yaounde		April 11-23 1994	11 service providers From Center province Balamba 1, Yangben 1, Lembe 1, Mabelo 1, Essong 1, Yemessowa 1, Yeme Yeme 1, Mengang 1, Kobdomo 1, Mbaka 2	2 provincial Trainers	<b>DRAFT</b>

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COMPONENTS	Contract Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
21 Train. of Prov. Serv. Providers in Basic FP(VII) Maroua:		April 11-23 1994	12 Service Providers From Extreme North  Gawar 1, Mozogo 1, Ouzal 1, Tchevi 1, Mogode 1, Hina 1, Tourou 1, Roua 1, Bourha 1, Meme 1, Aissa-Harde 1, Kerewa 1	2 provincial Trainers	
22 Train. of Prov. Serv. Providers in Basic FP(VIII) Bamenda		April 11-23 1994	12 Service Providers From Northwest	2 provincial Trainers	
23 Train. of Prov. Serv. Providers in Basic FP(IX) Tibati		April 25-May 7 1994	11 service providers From Adamaoua Sambolabo 1, Songkolong 2, Beke gotto 1, Lokoti 1, Kalaki 1, Dir 1, Djohong 1, Bagodo 1, Allat Mengat 1, Ngawi 1	2 provincial Trainers	
24 Train. of Prov. Serv. Providers in Basic FP(X) Kribi		April 25-May 7 1994	10 service providers From South Olamze 1, Londji 1, Elong Batindi 1, Akom 1, Bipindi 1, Kyeossi 1, Meye Centre 1, Atogboga 1, Mekas 1, Mfouladja 1	2 provincial Trainers	<b>DRAFT</b>
25 Sup. Train. Skills for Train. & Rev. of comp. and bas. clin. FP Train. Cur. Trip # B-374 (Yaounde)		May 9-20 1994	15 National and Provincial trainers trained in TOT and having used the curricula	Sebikali Belem	

COMPONENTS	Contract Work plan #	Dates	Participants # and Category	TRAINERS Consultants & CO-TRAINERS	Comments
26 Orient. of Nat. and Prov. train. in Train. Eval. and plan. for final fol-up Trip # B-350 (Yaounde)		May 23-June 3 1994	15 trained in Training Metho- dologies	Bongwele 2 National Trainers	
27 Fol-up of a samp. of train. provincial service providers Trip# B-271		June 8-17 1994		2 INTRAH 6 DFMH PCS SEATS	
28 Final Proj. Review inclu. a round tab. with other don. to disc. fut. assist. to DSFM Trip# B-271		June 20-29 1994		2 INTRAH DSFM USAID	

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