



End Neglected Tropical Diseases in Africa

END in Africa

Semi Annual Report No. 2

April 2011 - September 2011

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FHI360

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End Neglected Tropical Diseases in Africa
(END in Africa)

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Acronyms and Abbreviations

ABZ	Albendazole
AOTR	Agreement Officer's Technical Representative
JSI	JSI Research and Training Institute, Inc.
KM	Knowledge Management
LATH	Liverpool Associates for Tropical Health
M&E	Monitoring and Evaluation
MDA	Mass Drug Administration
MIS	Management Information System
MOH	Ministry of Health
MOU	Memorandum of Understanding
NTD	Neglected Tropical Diseases
NTDCP	NTD Control Program
PD	Program Description
PZQ	Praziquantel
RFA	Request for Application
SCM	Supply Chain Management
SOW	Scope of Work
TA	Technical Assistance
USAID	United States Agency for International Development
USG	United States Government
WHO	World Health Organization

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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Executive Summary

This semi-annual report outlines the progress made during the third and fourth quarters of the five-year Cooperative Agreement No. AID-OAA-A-10-00050 for supporting the implementation of the project “End Neglected Tropical Diseases in Africa”, or “END in Africa”. Five countries were chosen by USAID for the operational portfolio for FY2011: Burkina Faso, Niger, Togo, Ghana, and Sierra Leone. While Guinea had also been included in the initial plans for FY2011, during the quarters under review, it was determined that the country would be removed from the project portfolio for the coming year; END in Africa activities in Guinea will be reassessed at a later date.

FHI 360 continued to provide leadership and comprehensive project support through its office in Arlington, VA and Regional Hub in Accra, Ghana. In the US the project is overseen by the Project Director, and supported by the Program Officer. Until August, an Associate Director led the operational activities in the Ghana office, supported by regional staff from FHI 360 and END in Africa’s strategic partners (JSI, LATH, and Deloitte). However, as the scope of the project became more clear, it was determined that the role of Associate Director should be replaced with that of a Senior Grants Manager to increase the capacity on monitoring compliance with USAID regulations and the terms of the Deviation. While this role was not filled during the time preceding the end of the period of review, a candidate has been identified and will begin work at the start of the next Fiscal Year.

During this reporting period, RFAs were issued for Togo, Sierra Leone, and Ghana. For each country a Technical Evaluation Committee (TEC) met to evaluate the proposals received and score the proposals of each applicant according to the pre-determined criteria established at the start of the END in Africa project. As with the TEC reviews for Burkina and Niger in the previous quarters, the scoring evaluations were completed by members of the TEC only, FHI 360 and MOH representatives, however, provided additional feedback during the process. Togo received one applicant, and Health & Development International (HDI) was chosen; Ghana received three applicants and Catholic Relief Services (CRS) was chosen; and, Sierra Leone received two applicants and Helen Keller International (HKI) was selected.

One of the major program implementation issues addressed during this reporting period involved obtaining USAID approval for a deviation that would allow sub grantees to directly enter into second-tier sub agreements with host country governments and provide resources and technical support to the MOHs. The provision of these resources intends to strengthen host country ownership of the project and more easily facilitate the financing of key programmatic activities, including the MDA campaigns. FHI 360 received approval for deviations for Burkina and Niger in June, and a Sierra Leone, Togo, and Ghana in July. Due to extended negotiations

with USAID regarding the feasibility and allowability of these deviations, many of the program activities that were planned for the reporting period were delayed significantly.

Despite the delays created by the deviations, HKI was able to begin implementing their activities in Burkina Faso and Niger. Meetings with the MOHs of both countries were held and contracts and budgets were finalized. Plans and timeframes were created for MDA campaigns in both countries, with the support of regional stakeholders and END in Africa partners. During this same period of review, JSI, Deloitte, and LATH worked to create rapid assessment tools to assist in capacity building and provision of technical assistance for areas including needs assessment, drug quantification and storage, and supply chain management. In addition, JSI worked in collaboration with FHI 360 in each country on drug quantification, in order to ensure that the sufficient number of the required drugs would be ordered and shipped in time for upcoming MDAs.

In the next six months, FHI 360 will continue to implement the END in Africa project activities as outlined in the Annual Workplan 2012. Upon the finalization of the remaining sub agreements, all five countries will be operational and FHI 360 and partners will work to support HKI, HDI, CRS, and the MOHs of each country, to ensure technically sound, efficient, and effective roll out of the MDA campaigns and other related activities. In the Fall of 2011, from October through December, FHI 360 will work with the MOH, sub grantees and USAID to conduct work planning sessions in each country. In addition, in the next six months FHI 360 will assist in compiling and reporting indicators and results from any MDAs that will occur during the next period under review. Finally, FHI 360 will continue to ensure that all sub grantees and partners remain compliant to all approved sub agreements on all financial, reporting, and project implementation activities.

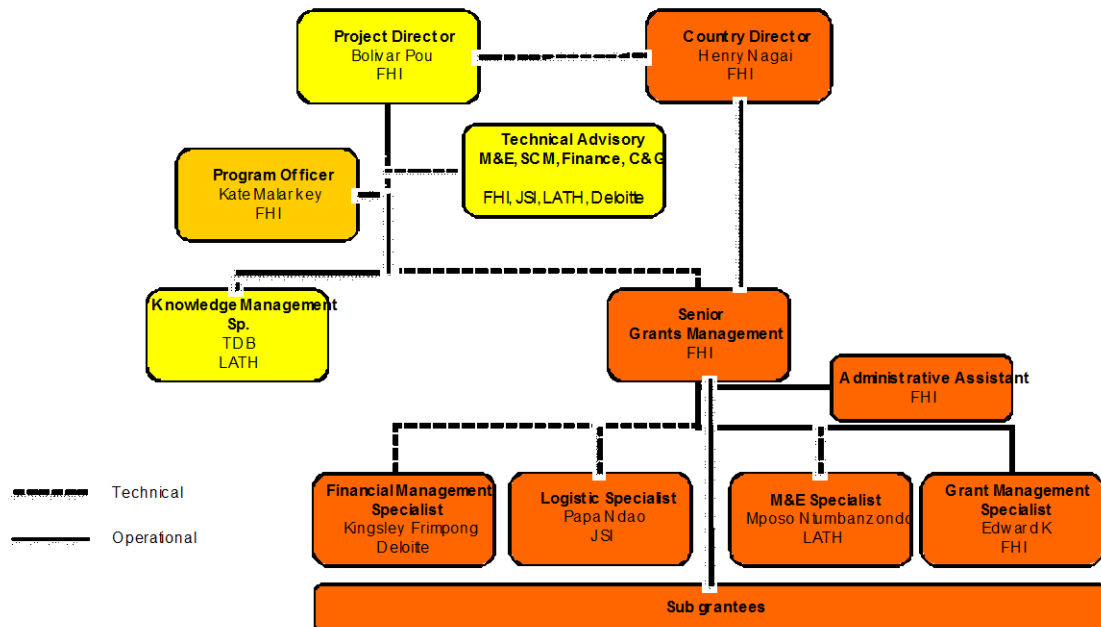
Project Management

During the period under review, FHI 360 executed various activities to ensure the continued progress of the goals outlined in the END in Africa workplan. The following section outlines some of the key accomplishments related to project management.

- Sub agreement negotiations were completed with Helen Keller International, Health & Development International, and Catholic Relief Services.
 - Each organization received a one-month cash advance in order to begin project activities immediately.
 - Sub agreements for all countries in HKI's portfolio (Burkina Faso, Niger, and Sierra Leone), as well as for HDI (Togo) were approved both internally by FHI 360 and by USAID.
 - As of this report date, the final sub agreement with CRS to support the NTD Program in Ghana was pending approval by the OAA but expected soon.
- After extended negotiations, a sub agreement Deloitte was approved and signed in May. Negotiations continue between Deloitte, FHI 360, and USAID regarding Deloitte's proposed Scope of Work and responsibilities related to the second-tier sub agreement deviation. A methodology for sampling transactions and implementation process was submitted to USAID for discussions.
- Amendments were created and approved for the sub agreements for both JSI and LATH. These changes were minor and included adding additional country and management final cost objectives (FCOs) to the agreement in order to track country expenditures. The award amounts remained the same.
- Amendments related to Fringe Benefits for Burkina Faso, Niger, and Sierra Leone were submitted to the FHI 360 Contracts & Grants department and are currently being reviewed. These amendments clarify the special provision for Fringe Benefits in which fringe benefits for local staff will be billed based on actual costs incurred and allocable to the project.
- In consultation with USAID, Guinea was taken out of the country portfolio for 2011/2012. At a later date it will be determined whether Guinea will be added to the list of potential country grantees for the future.
- The previously-established bi-weekly meetings with USAID were upheld, with additional key FHI360 and partner participants attending as needed. These meetings provided opportunities to check-in on pending issues, anticipate and troubleshoot any conflicts or challenges, and map out short and medium-term objectives on a regular basis.
- A work plan meeting was held with USAID on September 23rd, 2011 at FHI360's offices. The purpose of the meeting was to review the draft of the Annual Workplan, discuss modifications, and review project activities and goals. This session also served as a helpful and effective way to discuss and clarify the full scope of the project and organizational management structures.

- The Project Management structure was changed based on the emerging needs of the project and the field office in Ghana. The ex-pat position of Associate Director of Grants and Management was removed and will be replaced with a local Senior Grants Manager; the position will remain based in Ghana.
 - A candidate, Issac Assante, accepted FHI360's formal offer of employment and will be working full-time on the project in October 2011.
- Two new staff members were added to the team during the period under review. The position of Financial Management Technical Advisor in Ghana was staffed through our partner, Deloitte; Kingsley Frimpong began in June 2011. An Administrative Assistant in Ghana was added to the team in April in order to provide increased support for the staff.
- In collaboration with LATH, FHI360 began screening applicants for the position of Knowledge Management Specialist for LATH, which was to be incorporated into the team in Arlington during the Fall of 2011. However, hiring for this position has been postponed until USAID's broad communication strategy has been completed in the late fall. The job description and requirements will then be modified to ensure the future candidate's skills will be well-aligned with the communications needs of the project, and the hiring process will begin again at that time.
- The graphic below illustrates the current team and structure:

Staffing Plan



- A Sub agreement Tracking System has been initiated and is now utilized regularly. This internal FHI360 system allows for clear and accurate tracking of financial expenditures by each of the sub grantees and partner organizations. Expenditures are divided by budget line item and input monthly upon receipt and approval of the Sub grantee Financial Report (SFR) invoices. Through this system, pipeline and burn rate figures can be easily calculated, and overall spending and allocation can be assessed. This system can also accommodate the tracking of amendments to sub agreements related to budgets.

Project Implementation

Issuance and Management of Grants

- Three Requests for Application (RFA) were issued according to the previously agreed upon plan with USAID for Togo, Ghana, and Sierra Leone. All three countries were included on a single RFA release that was issued on April 11th, 2011. The due dates for each application were staggered: Togo was due on May 9th, 2011, Ghana on May 16th, and Sierra Leone on May 24th. To complete the process the following tasks were successfully executed:
 - Based on the existing information of the status of the project, FHI360 assisted USAID to develop the Program Descriptions (PD) for Togo, Ghana, and Sierra Leone.
 - Eligibility and selection criteria for the selection of proposals was defined and remained consistent with the criterion established for the previous two RFAs.
 - RFAs were slightly modified and edited to reflect suggested improvements and lessons learned from the previous RFAs of Burkina and Niger.
 - The FHI-NTD website was utilized in the process- RFAs and other information pertaining to the project were made available to the public via the site. The RFAs were also widely circulated through an existing mailing list, sent to subscribers of the NTD site, and published in DevEx. Bidding documents were available in hard copies and electronic format.
- The same standard instruments for evaluating and scoring proposals were utilized order to guarantee a uniform application of the selection criteria by all members of the Technical Evaluation Committee (TEC).
- FHI360 and the MOHs representatives were provided non-scoring evaluation forms in order to provide input in the selection process. While these forms helped guide discussions, neither FHI360 nor the MOHs had any input related to final scoring.
- FHI360 collaborated with USAID in organizing the TEC, and supported its integration and operation. The TEC included representatives from USAID, MOH, FHI360, and consultants as decided by USAID. Non-disclosure and Conflict of Interest statement forms were developed, every member of the TEC was required to sign one before receiving the proposal packets for review.
- Three meetings of the TEC were held at FHI 360's offices:

- May 17th : technical evaluation of the one proposal received in response to the RFA for Togo
- June 16th: technical evaluation of the three proposals received in response to the RFA for Ghana
- July 13th: technical evaluation of the two proposals received in response to the RFA for Sierra Leone
- Representatives of the MOH for Togo, Sierra Leone, and Ghana participated via conference call, as did representatives of USAID and American Embassies for each country. Based on the selection of the grantees by the TEC, Evaluation Memorandums were prepared and submitted to USAID for approval. These memorandums compiled the key observations and comments made by TEC members on their scoring forms in order to provide an overview of the main strengths and weaknesses of each applicant.
- TEC decisions were communicated in writing by FHI360 to all applicants.
- FHI360 developed Supplemental Initial Environmental Examinations (SIEE) for Togo, Sierra Leone, and Ghana based on the PIEE already approved by USAID. The SIEEs were submitted and approved by the USAID environmental officers for all countries.
- To ensure that grantees' annual Workplans are consistent across all countries participating in the project, FHI360 developed a Standardized Workplan Template that should be used for all grantees. This template was submitted and comprehensively discussed with USAID.
- FHI360 submitted information to USAID regarding the grants monitoring system that is used to track performance of sub grantees. The computer based system used to track the contracts and sub agreements was described, and documents including Pre-award Assessment Templates, Sub award Filing Systems, General Sub agreement Guidelines, and an Overview of Sub award Monitoring were included. In addition, the steps were outlined for how FHI360 monitors programmatic performance.

Burkina Faso

- Final budget negotiations were completed HKI for Burkina. The sub agreement, previously pending in the last period under review, was approved by the OAA.
- Ongoing discussions between the Ministry of Health and HKI took place about the budgets for the various NTD campaigns.
- HKI was provided with an additional cash advance in order to ensure ongoing MDA activities could be completed according to schedule in order to prevent any gaps in treatment.
- An official request was received from HKI from the Ministry of Health for the implementation of the MDA campaigns for lymphatic filariasis, schistosomiasis, onchocerciasis, and trachoma.
- Contracts were prepared at all levels (20 2nd-tier sub agreements) for executing MDA campaigns in all districts.

- On June 29, 2011, HKI provided support for the training of trainers at the regional level in preparation for the upcoming campaigns.
- Distribution of Ivermectin and Albendazole began in five regions (Mouhoun, Center, Cascades, High Basins, and North) in a total of 25 health districts.
- On July 14th, a meeting took place between HKI and the Minister of Health (also present were the Secretary General of the Minister, the Director General of Health Protection, and the Director of Disease Control) to provide an update on key activities undertaken and discuss future campaigns of 2011.
- In July, the final shipment of PZQ (822,000 tablets) was cleared from customs and 19 health districts received the needed total of 8,554,667 tablets for the 2011 campaigns.
 - Distribution of PZQ began in four regions (Mouhoun, North, Sahel, and Southwest) in 19 health districts
 - Four supervision teams received all of the resources necessary to fully supervise the schistosomiasis campaign
- An orientation workshop was held on August 4th with HKI and the MOH to provide an overview of administrative and financial coordination of the NTD program: 17 directors attended the meeting (representing 13 districts).
- Research themes were identified that are relevant to the NTD control program in Burkina Faso and were submitted in advance to those coordinating the Bill and Melinda Gates Foundation NTD meeting.
- A meeting took place between HKI and the National Blindness Prevention Program to decide upon a date for the transfer of Zithromax to the districts.
- A pre-assessment of NTD drug needs for 2012 was conducted by the MOH and HKI
- The trachoma campaign was executed in three health districts (divided between two regions) in August 2011.

Niger

- In June, HKI held a meeting with representatives from the drug storage facility that RISEAL used to establish a lease agreement on behalf of HKI. An inventory of the store was taken in the presence of HKI, RISEAL, and the Ministry of Health, and HKI signed an initial three-month lease on the property.
- HKI and RISEAL held a working session in June in order to hand over documentation and reports related to the drug storage facility and the status of NTD program materials in the regions.
- MDA Planning and Execution activities for Diffa district:
 - In mid-June preparations were undertaken for the MDA campaign in Diffa, including the packaging of registers, data collection sheets, dose poles, and boxes of NTD drugs. Materials were transported and distributed.

- A coordination meeting on NTDs took place among key local stakeholders to discuss drug logistics and estimates, and steps necessary for the campaign in other regions.
- Agreements were drafted and finalized between HKI and MOH partners for all three districts.
- A team meeting was held on July 4th with HKI and the MOH to discuss certain aspects of the campaign in Diffa (coordination with the Carter Center regarding communication, organization of a team of evaluators post-MDA to touch base with EPI/WHO regarding post campaign validation methods).
- Additional meetings and organizational activities took place throughout the month to ensure that all agreements were signed, all supplies needed for the Diffa campaign were in place, and post-MDA validation methodology was ready.
- The cascade of trainings for the Diffa campaign began in late-July.
- Dr. Ali Djibo was hired as a consultant with HKI to begin working on preparatory tasks for the upcoming campaigns in the additional six districts.
- From August 1-20th the necessary drugs, data collection tools, and other materials for the MDA campaigns in the regions of Maradi, Tahoua, Zinder, Dosso, Niamey, and Tilaberi were packaged and distributed.
- The final shipment of PZQ for 2011 was released from customs and transported to the warehouse on August 19th; the signed Goods Receipt Notice was submitted to RTI.
- Forty-four 2nd-tier sub agreements has been signed between HKI and the MOH to support the country NTD program.

Togo

- Health & Development International (HDI) was the successful applicant for Togo.
- The HDI sub agreement was approved internally by FHI360 and then submitted to USAID for final approval.
- A pre-award assessment was completed by FHI360 which focused on administrative and financial management. Based on the findings in the assessment, HDI was approved as a recipient of USAID funds.
- The Spring 2011 MDA was delayed due to a late delivery of mosquito nets to one of the partners in this integrated approach and a nationwide Ministry of Health strike. The MDA finished late, and UNICEF, one of the key partners in the distribution of Albendazole, decided to cancel their Fall MDA.
 - HDI agreed with UNICEF's decision that a Fall MDA would not be an efficient use of resources since the gap between the Spring and Fall MDAs would be less than three months.
 - In addition, HDI had planned to utilize UNICEF's distribution capabilities for this MDA and if they had chosen to move forward with the Fall MDA, additional resources would have been required.

- The planned fall MDA, which was limited in scope to only a few districts with STH prevalence over 50%, was cancelled due to the late completion of the Spring MDA.
- Work planning session for FY2012 has been agreed with HDI and the MOH to be completed in the November 2011.

Sierra Leone

- Helen Keller International (HKI) was the successful applicant for Sierra Leone.
- Praziquantel quantification activities began in September 2011 in collaboration with JSI.
- Sub agreement with HKI for Sierra Leone will be executed in October 2011.

Ghana

- Catholic Relief Services (CRS) was the successful applicant for Ghana
 - During the initial TEC meeting, scores for each of the three applicants were very close and certain questions arose during the TEC meeting that needed clarification before a winner could be announced. It was decided that a final decision for the award would be delayed until further clarification on key items could be addressed.
 - TEC members provided FHI360 with specific follow-up questions for each applicant
 - FHI360 compiled all clarification questions and distributed them to each respective organization
 - Applicants were given one week to respond with additional information or documentation, all of which was then compiled and presented to TEC members to assist in the final scoring of applications.
 - World Vision requested, and was provided with, a debrief on the strengths and weaknesses of their unsuccessful technical proposal.
- The sub agreement for CRS was submitted to USAID for review and approval by the OAA.
- FHI360 also conducted a pre-award assessment, which included the areas of financial management and administration systems. CRS passed the assessment and FHI360 provided a list of management provisions for monitoring purposes based on the findings of the report.

Deviation

- Through consultation with USAID, it was determined that in order to preserve and facilitate the principles of capacity building and local government ownership, which fall under the scope of both END in Africa and the wider Control of Neglected Tropical Disease Program, sub grantees would need to provide some direct funding to local governments. The proposed solution was to allow second tier sub agreements between FHI360's sub grantees

and MOH, in order to flow down resources and technical support for a sound implementation of NTD country plans and MDAs.

- In order to facilitate this process, a deviation was approved by USAID that allows sub grantees to enter into such funding arrangements with the MOHs. A sub agreement tracking and compliance monitoring mechanism is been implemented for strengthening national NTD programs within the term of the deviation.
- The deviation for HKI for Burkina Faso and Niger were approved in June; Togo, Ghana, and Sierra Leone were collectively approved in early July.
- FHI360 provided sub grantees with templates upon which they should base their agreements with their respective MOHs.

Technical Assistance/Capacity Building

- In collaboration with JSI, LATH, and Deloitte, FHI360 drafted rapid-situation appraisal tools for assessing the technical capacity of local governments, for:
 - Supply chain management and drug distribution for MOHs at the country and local levels (JSI)
 - Rapid needs assessment for M&E (LATH)
 - Financial Management rapid needs assessment tool (Deloitte)
- In addition, JSI finalized the “NTDs Supply Chain Management Capacity Building Rapid Needs Assessment: Interview Guide” in English and French and then conducted assessment tool training for the FHI 360 team in the US and Ghana to review the interview and common supply chain challenges.
- An assessment tool for first-tier sub grantees was created in order to determine their capacity to manage budgets according to USAID guidelines. This tool and survey were then modified in order to assess the grant management and financial decision –making capacity of second-tier sub grantees. The assessment tool is designed to drive capacity building plans. In addition, previously-developed financial management training materials were also incorporated, as it was relevant to second-tier sub grantees.
- Deloitte was tasked with developing a workshop for sub grantee addressing USAID regulations and compliance and financial oversight in light of the approved deviation. Implementation of this workshops will begin in the first quarter of FY2012.

Data Management, Documentation and Lessons Learned

- In July 2011, FHI announced a merger with AED, which created a new name and logo for Family Health International- FHI became FHI360. As a result, all END in Africa templates and reporting documents were amended to reflect the updated logos and title changes.
- In collaboration with END in Asia, a new website for the End Neglected Tropical Diseases projects was launched by FHI360. This new site provides more information on the projects

in each country and includes additional features including country pages, news stories, and information on partners.

- The SharePoint site, an intranet site managed by FHI360, was populated with information and documents pertaining to various aspects of the program. Relevant actors, including FHI360 staff in the US and Ghana, sub grantees, and partners, can access documents that pertain to their specific project roles and requirements. Presently, HKI, HDI, CRS all have access to their specific country folders and can utilize these as a way of uploading or downloading information shared with FHI360. Sub grantees also have access to a toolkit with various reporting templates and project guidelines. Public documents, including background information on the project and NTDs is available for general access. A share group calendar has also been developed, which allows all participants to view a central calendar encompassing all project activities, deadlines, country visits, holidays, and more.
- The revised Branding and Marking Plan was approved by USAID.
- The 2012 Annual Workplan was developed through a collaborative effort between the teams in Ghana, the US, and USAID.
- FHI 360 and partners undertook a review of the implementation tools that USAID developed under RTI. A number of tools including the Semi Annual reporting, the USAID/NTD Marking and Branding and the work plan guidelines were updated. Additional tools available to FHI 360 and sub grantees include:
 - MDA Coverage Reporting Forms (English and French)
 - Sub grantee Workplan Workbook template
 - Disease Distribution Baseline Data Form
 - Commodity Procurement Info Form (English and French)
 - Guidelines in the procurement process
 - END in Africa-branded PowerPoint template
 - Trip Report Template
- The FHI360 team in Ghana undertook a review of baseline data for 2011, as well as the review of the monthly- and the semi-annual- reporting and provided feedback to countries via USAID.
- Additional baseline information was provided by RTI via USAID for Burkina, Niger, Togo and Ghana. Sierra Leone is still pending.
- In collaboration with partners, FHI360 developed a variety of templates for which to document, track, and disseminate information on project activities including branded Power Point templates, trip reports, and data reporting forms.

Collaboration and Coordination

- FHI maintains a permanent open line of communication with USAID to facilitate the effective coordination of activities. In this regard, biweekly meetings are held at USAID to provide updates, discuss technical directions with the AOTR and NTD team, and plan

forthcoming actions. Each meeting is organized according to a previously agreed-upon agenda.

- As needed, additional meetings with USAID are arranged to address a variety of project needs including special Work planning sessions and “check-in” calls with Deloitte and JSI to establish open lines of communication and facilitate information sharing.
- Strong communication networks have been established between FHI360 and both the MOH and USAID local mission (as applicable) for each country for the purposes of reviewing proposals and coordinating the development of each respective workplan.
- During the reporting period, the END in Africa Project Director traveled to Ghana to meet with MOH officials and CRS for the purposes of ramping up project implementation.
- Staff in Ghana attended a training, organized by RTI, to deepen their knowledge of FGAT tools in order to support and encourage their use.

Monitoring and Evaluation

- A list of indicators pertaining to drug management was created for sub grantees to use for monitoring.
- FHI 360 and partners conducted a review of baseline data for Burkina Faso, Ghana, Niger and Togo. FHI’s comments/inquiries (if any) following this review have been addressed to respective countries via USAID.
- Staff in Ghana undertook a review of the implementation tools that USAID developed under RTI to identify additional work necessary to updating the tools according to End in Africa needs.
- The PMP for END in Africa was updated based upon FHI360 needs and USAID requirements that were addressed during the USAID led technical meeting that was held in Washington between March 21 and 25.

Procurement

- JSI developed a Commodity Procurement Information Form for Albendazole and Praziquantel to facilitate the ordering of drugs for upcoming MDAs in each country.
- In addition, JSI created a “Procurement Process for Partners” document, which provides a full outline of the steps required for the END in Africa drug procurement process for PQZ and ABZ and the roles and responsibilities of each involved party.
- FHI360 worked with its internal Purchasing Director to identify the qualified, pre-approved vendors for PQZ, established rough timelines for necessary request periods in order to ensure timely delivery.

- The JSI and LATH experts working in the Accra office worked with previous baseline and MDA data provided by RTI for PZQ quantification estimates for the Burkina and Niger MDAs.
- JSI supported the quantification of PZQ and ALB needs for Ghana, Burkina Faso, Sierra Leone, Togo, and Niger to enable estimates of need to be submitted for procurement in time for 2012 MDAs. Field visits were made to Burkina Faso and Niger to provide on-site technical support; the remaining countries' quantifications were supported via email communication
- JSI provided briefing for the USAID AORT on the procurement process and status of PZQ quantification in each of the five project countries.

Major Activities Planned for next six months

- In the next review period, FHI 360 intends to finalize Sierra Leone and Ghana sub agreements that are pending approval from the OAA.
- Conduct work planning meetings and activities in each country of operation in conjunction with the MOHs and USAID in order to establish frameworks, timelines, and goals. FHI360 will provide support to the MOH and sub grantees in the development of the first year workplan based on the standard template in order to ensure uniform application.
- Work planning sessions have been planned in consultation with USAID, sub grantees, and the MOH from each country. Dates are tentatively set and will take place in October, November, and December 2011.
- Continue to support MOH and sub-grantees for the sound implementation of the M&E framework for the project. Technical support will be provided from our Hub operation in Ghana.
- Support MOH and grantees on developing drugs needs projections and procure PZQ for Niger, Burkina, Ghana, Togo and Sierra Leone for 2012 MDAs. Technical support will be provided by our Hub in Ghana through the established in house capacity.
- Monitor and supervise the execution of sub agreements to secure that MOH needs are appropriately addressed and sub grantees are implementing the projects according to USAID regulations and technical expectations. This includes reviewing sub grantees' progress reports and monitoring project expenditures and cost share contribution.
- Compile and report to USAID indicators and data generated by the implementation of sub agreements.
- Fill the position of Knowledge Management Specialist in collaboration with LATH. Hiring for this position has currently been put on hold until USAID develops a final communications strategy for the END in Africa project.
- Collaborate with Deloitte to finalize a SOW for the financial compliance and oversight of the second-tier sub agreements for all sub grantees.

Travel Plans for next six months

	From		# Trips		Month	
Bolivar Pou, Project Director	W/DC	Niger Burkina Togo Ghana	5	1 week each	Fall 2011	Country work planning sessions with key stakeholders.
Paula Nersesian, Commodity Program Liaison	W/DC	Atlanta	2	2 days	November 2011, Spring of 2012	Introduce project to commodity donation program staff, identify areas of collaboration, and in later part of Y2 hold follow-up and planning meeting.
Pape Ndao, Logistics Advisor	Ghana	Togo	1	1 week	November 2011	Participate as NTD technical resource in country work plan. Perform rapid capacity building needs assessment for SCM in collaboration with MOH and sub grantees
Mposo Ntumbansondo, M&E Specialist	Ghana	Burkina Niger Togo	4	1 week	TBD	Participate as NTD technical resource in country work plan. Perform rapid capacity building needs assessment for M&E in collaboration with MOH and sub grantees
Bolivar Pou, Project Director	W/DC	Ghana	1	2 weeks	Spring 2012	Project performance semiannual review. Project semiannual report.
Kingsley Frimpong -Financial Management (Deloitte)	Ghana	Burkina Niger Togo Sleone	4	1 week each	TBD	MDA Payment voucher reviews of 2nd tier sub agreements. Capacity building on USAID regulations and financial management with MOH.
Isaac Asante Grants Manager	Ghana	Burkina Niger Togo Sleone	4	1 week each	quarterly	Sub agreement implementation monitoring. Review of compliance with USAID regulations and 2 tier sub agreements execution.
TBD Ghana-based Short term technical assistance	Ghana	TBD	3	TDB	TBD	Short-term technical assistance according to specific countries needs per MOH requests.