

**Republic of Liberia**  
**AMP Logistics T.A. Mission Report**

**Date of Report:** June 30, 2014

**Author of Report:** Doug Mole

**References:**

- A. NetWorks Terms of Reference (ToRs) dated September 2013
- B. NetWorks Project – Scope of Work dated September 2013
- C. Liberia Logistics TA Mission Report dated 13 June 2014
- D. Liberia Weekly SitRep June 21-28, dated 29 June 2014

**Consultant in country:** Doug Mole (Logistics TA)

**Mission dates:** June 21-28, 2014 (inclusive of travel days)

**Meetings/visit contacts:** Individual or group meetings

1. This short third Logistics TA mission to Liberia was to provide the Liberia LLIN campaign team assistance with the micro planning ToT workshop scheduled for Tuesday, June 24<sup>th</sup> to Thursday, June 26<sup>th</sup>. During the visit, the workshop was re-scheduled for later in July. Due to this change, the TA support time was spent completing preparations for the upcoming workshop. A SitRep (ref D) was sent covering areas regarding the micro planning aspects of the June 21-28 mission.
2. This brief report summarizes the micro planning work mentioned in the Sitrep, and as well updates on the status of some key logistics areas. In some cases, where relevant, program aspects are mentioned.
3. Meetings were held at both NMCP and PLAN Liberia locations to further discuss micro planning, ToT, campaign planning and prioritize remaining work. Individuals contacted during the week were:
  - a. Oliver Pratt – NMCP Program Manager, MoH & SW, Liberia
  - b. Soukeynatou Traore – Malaria Advisor - USAID / PMI Resident Advisor, Liberia
  - c. Christie Reed - CDC / PMI Resident Advisor, Liberia
  - d. Ibrahim Kamara – Acting Chief of Party - PLAN Liberia, GF R10 Malaria Program
  - e. Felicia Jugbe-Nuwolo - M&E Coordinator, PLAN International, Liberia
  - f. Yvonne M. Sabankou Simlakwe - Procurement Specialist, PLAN International, Liberia
  - g. Momolu Trowen Massaquoi – PCU, Moh&SW, Liberia
  - h. Gracella Cooper - Vector Control Officer NMCP, Liberia
  - i. Daniel Somah – IEC / BCC NMCP Officer, Liberia
  - j. Tuna W. Williams – Assistant Logistician NMCP, Liberia
  - k. Chrispin Williams - Assistant Vector Control Officer NMCP, Liberia
  - l. Kwabena Larbi – Senior Technical Advisor, GF Liaison, Liberia
4. The week's key meetings were:
  - 23 June - T.A. met with campaign team of NMCP, PLAN and PMI to review current preparation details for the proposed TOT workshop, scheduled for 24-26 June 2014.
  - 25 June - PLAN Liberia initiated a quick conference discussion with NMCP and PMI to discuss the possibility of delaying ToT scheduled workshop.
  - 27 June - AMP Logistics T.A. provided a mission debrief to NMCP Program Manager, NMCP Advisor, PLAN Liberia and PMI.

**Summary:**

1. On arrival, the following was the situation:
  - a. Elements of NMCP were already committed in another training workshop during the same period as the scheduled micro planning ToT workshop;
  - b. Global Fund had released funds the previous week to PLAN Liberia, however, PLAN's internal funding processes were still ongoing and allotted funds were still not confirmed released for the upcoming micro planning ToT workshop; and
  - c. Aspects involved in preparation of the micro planning meeting at county level still required some coordination.
2. Based on above situation, options were discussed:
  - a. Changing workshop to 2 day on Thursday, June 26<sup>th</sup> and Friday, June 27<sup>th</sup>, due to date conflict with other workshop; and
  - b. Postpone micro planning workshop until July 8-10, 2014.
3. After discussion, NMCP, PLAN Liberia and PMI decided to postpone the micro planning ToT workshop and field visits. PLAN Liberia sent out an email (dated June 25, 2014 from Chief of Party, PLAN Liberia) proposing a new timeline, with the following dates:
  - a. TOT Workshop - 8-10 July 2014
  - b. Teams travel to counties - 12-13 July 2014
  - c. Micro planning begins - 14-27 July 2014
  - d. Teams travel back to Monrovia - 28-29 July 2014
  - e. Consolidation of micro planning data at National level - 4-8 August 2014
  - f. Submission of Micro planning Report to GF - 13-15 August 2014
4. Based on the delay of the ToT workshop, the remaining time of TA support was spent working with PLAN Liberia Coordinator in finalizing workshop documents. It was highlighted that since the workshop was postponed, it was imperative that the campaign team keep in touch with the counties to get updates on the status of their information gathering and to keep them abreast of the changed dates of team visits.

**Recommendations For Consideration:**

The following are some aspects that need to be addressed:

1. PLAN Liberia to obtain confirmation/approved funding for ToT workshop and micro planning field trips.
2. NMCP & PLAN Liberia to finish all preparations for ToT workshop rescheduled for 8-10 July 2014 ASAP.
3. Determine that all facilitators are prepared and have presentation ready for ToT workshop.
4. Complete micro planning team county packages and arrange all details for field trip starting after ToT workshop, 12/13 July as indicated on micro planning revised timeline document.
5. NCMP to formally provide bracelet specification to PLAN Liberia for commencement of procurement process.
6. NMCP and PLAN Liberia to establish the proposed dates and schedule in October 2014 timeframe for the cascade training at both national & county levels.

**Programme:**

7. NMCP/PLAN Liberia campaign team should commence reviewing cascade training tools and determine what is available, what is needed and commence development for approval. Once approved, the procurement and reproduction/printing of the materials must begin and should (recommended) be ready in advance of the start of cascade training.
8. NMCP Programme and PLAN Liberia to review and confirm MACRO details in population of County, Districts and Villages, etc, in order to ensure this LLIN allocations are correct for the logistics tables.

**Logistics:**

9. VPP LLIN bale specifications still outstanding, for planning an average specification were used to develop planning tables. NMCP and PLAN should continue requesting from PCU/VPP the dimensions so to input accurate figures for MACRO tables.
10. Approval of RFQ appears to be causing delay in the process of securing warehousing at central level. It is important to get the RFQ process moving.
11. NMCP Program Logistician and PLAN International Liberia Procurement Officer should continue clarifying the specification for the campaign bracelets. These bracelets were further discussed during the debrief meeting on Friday June 27<sup>th</sup> thus delaying the logistics selection/procurement process.
12. NMCP Logistics and PLAN Logistics to obtain formal confirmation of MACRO quantification figures from the campaign coordinator. Once received, update logistics tables in advance of movement of LLINs from the central level.
13. Campaign team to continue monitoring status of LLIN shipments and planning for Monrovia Central Warehousing requirements. Present details indicate first shipment due August 10, 2014 into Monrovia.
14. It is recommended that an initial search for central warehouse resources takes place to accommodate the incoming LLIN shipments.
15. It is recommended that a similar search of transportation resources begin in order to develop an understanding of what is available to move the LLIN shipments to district level.

**Conclusion**

Micro planning is one important element of this campaign but there are other critical logistics aspects that must be concurrently addressed and developed to meet the targeted timelines of the overall campaign. With the completion of this third Logistics T.A. mission, I would like to extend my sincere thanks to NMCP, PLAN Liberia and PMI teams and partners for all their cooperation. The support provided by them during this Logistics Technical Assistance visit was very much appreciated.

**Proviso**

*In preparation of all documents, every effort has been made to represent the most current, correct, and clearly expressed information possible. Nevertheless, inadvertent errors in information may occur. The information and data included have been gathered from a variety of sources and through collaborative meetings, but are subject to change as Liberia NMCP / PLAN Liberia program decisions are made at various levels. These documents represent a summary of the collaborative processes / discussions engaged in between June 23<sup>rd</sup> - 27<sup>th</sup>, 2014.*