

Annex 1: Trip Report Template

UNICEF NIGERIA COUNTRY OFFICE TRIP REPORT <i>Revised March 2015</i>		
SECTION A		
1.	Name & designation of traveller	Name: Zakaria Fusheini
		Designation/Title: Nutrition Specialist
2.	Contact Address	E-mail address: zfusheini@unicef.org
		Telephone Number: 08034022129
3.	UNICEF Section	Section/Unit: Programme/Nutrition
4.	Travel Type	International () National (<input checked="" type="checkbox"/>)
5.	Travel Category: e.g. Technical Assistance; Programme Monitoring Visit; Assurance; Advocacy; Training; Meeting etc.	Programme Monitoring Visit
6.	Link to Results: State the Outcome, Output and activity as per rolling work plan the visit is linked to	Outcome Statement: (RAM): Outcome 4: By 2017, the nutritional status of Infants, young children and women is improved through the scale-up of integrated high impact and evidence-based nutrition interventions and improved family and community care practices with a focus on those most vulnerable.
		Output Statement (RAM): Output 20: Leadership, policy, institutional capacity and partnership strengthened to scale up nutrition interventions.
		Rolling Work Plan Activity: Advocacy, policy and coordination
7.	Dates of Travel	From: 15/12/2015 To: 15/12/2015
8.	Places Visited	Abuja
9.	Name(s) of partner(s) met	<ol style="list-style-type: none"> 1. Sunday Okoronkwo, Programme Officer, CS-SUNN, Abuja; 2. Jayne White, Monitoring and Evaluation Officer, CS-SUNN, Abuja 3. Veronica Daga, Account Officer, CS-SUNN, Abuja
10.	Activities conducted, including a list of activities in the FACE form(s) that were assessed	<p>As part of the preparation for the PMV, the relevant sections of the PCA (Main agreement, programme document annex 2, the original proposal, and FACE Form/budget were reviewed). In addition, the 1st quarter progress report recently submitted by the partner and the micro-assessment conducted by UNICEF were reviewed. These document were also taken along to the visit for easy reference and discussion with the partner. This helped improved the quality of discussion during the process. Activities assessed included:</p> <ul style="list-style-type: none"> • Carried out checks on the quarter one activities/policy dialogue engagement activities being carried out against planned. • Reviewed micro-assessment report recommendation with CS-SUNN programme focal persons. • Carried out checks on expenditure reported and financial utilization against planned activities.to seek his view on the strategy and state ownership.
SECTION B		
If this trip is a Programme Monitoring Visit , fill out the following:		
11.	IP to be checked	

12.	The relevant DCT Number (s) and amounts (NGN)	DCT No. and Amount (NGN): NCOB/PCA/2015/005 /CS-SUNN Nutrition; 39,597,521.10	DCT No. and Amount (NGN): NCOB/PCA/2015/005/ CS-SUNN Nutrition; 39,597,521.10	DCT No. and Amount (NGN): NCOB/PCA/2015/005/CS-SUNN Nutrition; 39,597,521.10
13.	Indicate whether planned activities implemented are on schedule	Planned activities are on schedule.		
14.	Indicate whether activities conducted are as per the agreed work plan	Though the activities conducted by CS-SUNN are in line with what was agreed on in the programme document of the PCA, there is the need for CS-SUNN to provide more clarity on the nutrition activity conducted for Barracks (activity 2.2.4.3) as to its relevance in the planned project results.		
15.	State any deviations/ constraints which pose a risk to successful implementation	<ul style="list-style-type: none"> - CS-SUNN financial and RBM capacity was observed to be weak. This was reflected in the quality of their reports and inability to process re-imbursement of the DCT on time. - The PMV observed that CS-SUNN accountability and communication system within the organization is constrained and this could affect the successful implementation of the project. Some of the important communication exchanges and recommendation by UNICEF during the 1st PMV were not fully implemented because it was not communicated to the responsible staff responsible for implementing them. - CS-SUNN has started implementing the micro-assessment recommendation, including taking steps to strengthen internal audit, but the smaller staff strength and technical capacity in critical sections like the finance and programme sections is a constraint in implementing fully the recommendations of the micro-assessment. This could be a risk in the successful implementation of the project. 		
16.	Describe any issues identified that require spot check that could impact on the IP's risk rating, cash transfer modality or planned assurance activities	<ul style="list-style-type: none"> - Event though the UNICEF Programme focal person and the Nutrition Section Chief made follow ups and took appropriate steps for the partner to reimburse unspent DCT balance in time, this PMV had identified difficulty in reimbursing unspent balance of the DCT as a result of non-availability of some of the signatories to the partner's bank account for some time now. This issue might require further checks and possible recommendation to the partner for improvement, financial capacity building for the partner and/or re-enforcement of assurance activities by UNICEF. 		

17	Follow-up Actions Recommended:	<p>Follow-up Actions Recommended: Actions by UNICEF (<i>Specify Staff Member/Section responsible</i>):</p> <ol style="list-style-type: none"> 1. Organize a meeting with CS-SUNN to review approved project document activities against activities planned to be carried out to ensure they are in line; and remove activities that will not contribute to results. This is should be part of capacity building to the partner in RBM - by Zakaria Fusheini/Nutrition Section, UNICEF. 2. Review approach to project communication: put CS-SUNN key project staff in all communication that require action - by Zakaria Fusheini/Nutrition Section, UNICEF 3. Follow up to ensure CS-SUNN Review micro-assessment report and develop plans for its implementation - by Zakaria Fusheini/Nutrition Section, UNICEF. 4. Follow-up with CS-SUNN challenge in funds reimbursement and recommend way forward – by Anne Kariuki/HACT Focal Point, UNICEF 5. Strengthen the capacity of CS-SUNN in HACT - by Anne Kariuki/HACT Focal Person, UNICEF.
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SECTION C: Supply End-User Monitoring Report

18	General Information: Short Title of the <i>output to which the supplies are related</i>	Description: (<i>To be obtained from Supply End Use Monitoring Plan</i>) _____ _____ Supplies being monitored and their use: _____ _____
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19	Findings from Monitoring Visits	Status of Supplies Monitored: 1) Delivered: (Yes/No) _____ 2) Delivered on reported Schedule (Yes/No) _____ If not delivered or if not delivered on schedule, comment on the cause of delay: _____ Comment on condition and quality of supplies: _____ _____ Comment on supply gaps compared to the expected deliveries _____ _____
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20	Follow-up Actions Recommended:	<p>Follow-up Actions Recommended:</p> <p>a) Actions by UNICEF (<i>Specify Staff Member/Section responsible</i>): __ _ _____</p> <p>b) Actions by Others (IPs, others): _____</p>
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SECTION D: For other Travel categories

21.	Specify Category of Travel: (point 5. above)	
22	Key achievements	

23	Observations/ Conclusions	
24.	Recommendations and follow-up actions	
SECTION E		
25.	Initials/Date by Traveller:	ZF/15.12.2015
26.	Comments by Supervisor <i>(on actions to be taken to the Trackers)</i>	Move all recommendations to action tracker.
27.	Initials/Date by Supervisor	AdW, 18.12.2015