



Best Practices: Procurement Planning and Monitoring Report (PPMR)

Coordination of PPMR Reporting from Multiple Programs

Case in point: Togo

Players: Ministry of Health and PSI

This example may be of interest to countries that—

- are currently reporting data via the Procurement Planning and Monitoring Report (PPMR) and where the Ministry of Health (MOH) wants to coordinate reporting by multiple programs
- want another program to start reporting via the PPMR
- have multiple programs starting to report data via the PPMR.

Since January 2012, the MOH and PSI in Togo, have used a coordinated reporting approach to send contraceptive stock level data monthly via the PPMR. This coordinated reporting has improved data visibility, the use of data for decisionmaking, and coordination between the two programs to resolve stock imbalances at the central level.

At the global level, the Coordinated Assistance for Reproductive Health Supplies (CARhs) donor group uses the PPMR data submitted to the USAID | DELIVER PROJECT (the project) to identify and address stock imbalances at the country level and respond to these imbalances, if possible. The CARhs group includes representatives from the United Nations Population Fund (UNFPA), the U.S. Agency for International Development (USAID), and the West African Health Organization, among others.

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Deciding that Multiple Programs would Report via the PPMR

When the project started providing technical assistance to the MOH in Togo to enable them to report data via the PPMR, the MOH quickly asked the project to train PSI, because PSI was a

key MOH partner—a stock shortage at one program often affected the other. PSI agreed that with both programs reporting; regular coordination, and identifying and addressing stock shortages, would be easier.

Steps to Coordinate Reporting

The following steps are taken each month to ensure that the PPMR is regularly sent:

- The MOH completes its report and follows up with PSI to submit the PSI report on time.
- The MOH reviews PSI's report and provides feedback to PSI, if needed, to complete or correct information.
- The MOH submits both the MOH and PSI reports via email to the project, copying the directors of both programs, relevant stakeholders, and donor representatives.
- The project reviews the reports, provides feedback and questions to both programs in the same e-mail, and works with them to finalize the report.
- The project emails a final PDF of the report in French, including the data for both programs.

Benefits of Coordinated Reporting

The MOH and PSI have received the following benefits from coordinated reporting:

- Improved ability to resolve stock shortages and to fill supply gaps by arranging for one program to borrow stock from the other, thus avoiding costly emergency orders.
- Increased data visibility at the central level because all in-country stakeholders receive one standardized report each month that includes the data from both programs.
- Increased use of central level stock data for decisionmaking to address contraceptive security issues, because in-country stakeholders use the data during the contraceptive security technical sub-committee meetings.
- Enhanced ability for CARhs members to provide a coordinated response for both programs—for example, by providing one shipment that can be split between the two programs.

For more information on the PPMR and the CARhs group, please contact—

PPMR

Ms. Jane Feinberg, PPMR Administrator
USAID | DELIVER PROJECT, John Snow, Inc. (JSI)
ppmr@jsi.com

CARhs Group

Ms. Ellen T. Tompsett, CARhs Administrator
Reproductive Health Supplies Coalition (RHSC)
etompsett@rhsupplies.org

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USAID | DELIVER PROJECT

John Snow, Inc.

1616 Fort Myer Drive, 16th Floor

Arlington, VA 22209 USA

Phone: 703-528-7474

Fax: 703-528-7480

Email: askdeliver@jsi.com

Internet: deliver.jsi.com