



## Best Practices: Procurement Planning and Monitoring Report (PPMR)

# PPMR Reporting Facilitates In-Country Coordination

Case in point: Sierra Leone

Players: Ministry of Health and Sanitation, Marie Stopes Sierra Leone, and UNFPA

This example may be of interest to family planning programs that are—

- currently reporting contraceptive stock level data via the Procurement Planning and Monitoring Report (PPMR) and want to improve coordination and information sharing with and among in-country donor representatives
- beginning to report contraceptive stock level data via the PPMR.

Since June 2012, once a quarter, the family planning program at the Ministry of Health and Sanitation (MoHS) in Sierra Leone has reported contraceptive stock level data from the central level via the PPMR. To support the MoHS in reporting timely and accurate data and to facilitate improved information sharing and coordination around contraceptive procurements, the United Nations Population Fund (UNFPA) Sierra Leone became involved in the PPMR process soon after the MoHS began reporting. In May 2014, UNFPA Sierra Leone also facilitated data reporting by Marie Stopes Sierra Leone (MSSL) covering its central and regional levels.

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 UNFPA, the U.S. Agency for International Development (USAID), and the West African Health Organization, among others.

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## **Including the local UNFPA office in the PPMR reporting process**

Initially, shipment information and requests reported by the MoHS in the PPMR did not always align with UNFPA's plans for contraceptive procurements to Sierra Leone, where it is the primary donor of contraceptives. As a result, the CARhs group found it difficult to identify supply gaps and emergency needs, which required action from CARhs. To remedy these situations, in-country donor representatives are routinely encouraged to review the PPMR and to support data providers in reporting. In this case, the project approached the Reproductive Health Commodity Security focal point at UNFPA Sierra Leone to explain the PPMR and the CARhs process, and to determine how the UNFPA country office could be more involved. As a result, UNFPA Sierra Leone was included on all correspondence related to the PPMR for Sierra Leone and they helped the MoHS validate stock data when there were irregularities. The inclusion of the local UNFPA country office in the PPMR process has improved the quality of the information reported and increased the level of information sharing and coordination between the MoHS and UNFPA. In addition, UNFPA Sierra Leone supported MSSL to start to report data via the PPMR; this increased data visibility for Sierra Leone nationally, and improved coordination among the two programs and UNFPA.

## **Benefits of involving local donor representatives**

Since UNFPA Sierra Leone became involved in the PPMR reporting process, the MoHS and MSSL have had the following benefits:

- Improved ability to identify situations where a product transfer between the two programs can help avoid a stockout while waiting for the next planned shipment.
- Increased data visibility and reliability for the CARhs group, allowing USAID to provide emergency commodity support and UNFPA to accelerate the arrival of a shipment to avoid and mitigate stockouts.
- Improved information sharing with UNFPA Sierra Leone on new shipments from other donors, enabling them to assist the MoHS with customs clearance processes and reduce delays.
- Improved turnaround time on information requests from the MoHS and MSSL because UNFPA Sierra Leone provides shipment status updates, if available, at the same time as PPMR submission and review. This improved coordination has also helped reduce the number of information and action requests submitted to CARhs.

**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](mailto:ppmr@jsi.com)

### **CARhs Group**

Ms. Ellen T. Tompsett, CARhs Administrator  
Reproductive Health Supplies Coalition (RHSC)  
[etompsett@rhsupplies.org](mailto: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](mailto:askdeliver@jsi.com)

Internet: [deliver.jsi.com](http://deliver.jsi.com)