

Minutes of the NMEP-PVAC Project Bi-weekly meeting

A. Meeting Details

- **Date:** 15th May 2025.
- **Duration:** 2:00 pm – 3:00 pm.
- **Venue:** Virtual via Microsoft Teams
- **Meeting Participants:** Ten (10).

Meeting participants

S/N	Name	Organization	Designation
1	Dr Philip Okoko	IMPACT	Project Manager
2	Dr Nnenna Mba-Oduwusi	PVAC	Lead, Program Management and Implementation
3	Olufunke Falade	PVAC	Lead, Ecosystem Strengthening
4	Fatima Gawuna	PVAC	
	Pharm Oluwatoyin Karimu	FMoH & SW	Deputy Director, Food and Drugs Services
5	Bolaji Aduagba	NMEP	Assistant Director, Surveillance, Monitoring and Evaluation
6	Uchenna Aja Apuru-Aja	HSCL	Programme Manager
7	Precious Nwadike	HSCL	Associate Director
9	Bolaji Akala	IHC	Partner/ Team Lead
10	Mubarak Ahmed	IHC	Partner/ Programmes Lead

B. Project Updates

- 1 Budget Coordination:** The project team reviewed the third iteration of workshop budgets. Formal feedback will be issued to guide revisions, ensuring alignment with stakeholder expectations. The deadline for final budget submissions is May 19, 2025, and it's being closely monitored to avoid delays. Initial implementation payments have been received.
- 2 Consultant Engagement and Workstream Planning:** Consultants have been engaged to provide support across technical oversight, field-level assessments, and project management functions. Field assessments are scheduled to begin in June 2025, while consultants responsible for oversight and management will continue their roles throughout the project's duration to maintain continuity and quality assurance.
- 3 TOR Development and Proposal Submission:** Seven Terms of Reference (TORs) have been released to guide the engagement of additional consultants and service providers. Proposals are currently under review, with the submission deadline also set for May 19, 2025. The timely award of contracts is critical to avoid delays in field and implementation activities.
- 4 Monitoring and Evaluation (M&E):** The Monitoring and Evaluation (M&E) framework has received final approval after incorporating minor revisions. The framework will serve as the backbone for tracking progress and measuring impact. Bi-weekly internal meetings have been instituted to assess milestones, and monthly reporting will soon commence as new staff join the team.
- 5 Development of Assessment Tools:** Development and adaptation of assessment tools are underway to support rapid deployment during the implementation phase. While consultants will lead assessments, the internal project team is proactively assembling baseline tools to ensure efficient onboarding and seamless execution.
- 6 Stakeholders Engagement:** The project team has actively participated in strategic national events, including the World Malaria Day ministerial briefing and dissemination forums targeted at the private sector. These engagements are designed to align the project with national health strategies and facilitate improved access to the malaria supply chain. *Four MOUs* have been signed with key partners.
 - *NAFDAC Capacity Assessment and Support:* Empower Africa has initiated capacity-building assessments.
 - *Long Lasting Insecticide Treated Nets (LLIN) Development:* Vestergaard Frandsen has commenced setting up their Ogun State production for local manufacturing of LLIN.
 - *Vaccine Development:* Univercells collaborated on site assessments for a proposed mRNA lab, pending final site selection; and

- *Active Pharmaceutical Ingredients (APIs) Manufacture*: USP is currently in early-stage discussions focused on procurement support for API local production.
- 7 **Project Activity Tracking**: Several planned activities have experienced delays, primarily due to pending assessments and other interdependencies. The team is considering the use of simplified reporting indicators to better reflect the current status of activities and allow for more effective prioritization of efforts.
 - 8 **Policy and Regulatory Engagement**: Engagement with regulatory bodies such as NAFDAC and PCN is ongoing, with efforts focused on developing tailored assessment tools. A monitoring system is also being designed to track the application of the Executive Order on duty exemptions for malaria-related commodities, ensuring that regulatory frameworks support program efficiency.
 - 9 **Technical Oversight**: The process of finalizing consultant contracts is expected to be completed within two weeks. Plans are also in place to convene a Technical Oversight Group before the Eid holiday. This group will provide strategic alignment across workstreams, facilitate knowledge sharing, and reinforce accountability mechanisms to uphold quality standards.

C. Discussion Points

- 1 Regarding project closure, it was flagged that the team runs the risk of a hard project closure by December 2025 if a no-cost extension is not secured. The team was advised to plan conservatively for a September wrap-up to accommodate possible delays and ensure completion of critical activities.
 - There is a possibility of achieving 60–70% of project milestones by July 2025 if the current implementation momentum is maintained and deliveries are clearly documented. This would provide a justification to request a project extension.
- 2 Several activities remain stalled due to their dependency on field assessments and delayed consultant outputs. The team discussed revising indicators to better reflect on-ground realities and help prioritize the most actionable areas.
- 3 There were concerns about ensuring alignment across the various consultants involved. To improve coordination, a Technical Oversight Group will be convened before the Eid holiday to synchronize workstreams, encourage knowledge sharing, and maintain quality control.
- 4 The importance of sustained stakeholder engagement was emphasized. Thematic forums covering policy, capacity building, and the ecosystem will be rolled out post-assessment to foster deeper, results-oriented dialogue with partners and regulators.

D. Next Steps

1. Submit feedback on workshop budgets by the May 19, 2025 deadline and revise accordingly based on stakeholder input.
2. Finalize consultant contracts within the next two weeks to ensure timely commencement of all project components.
3. Commence field assessments in June 2025, as scheduled, following consultant onboarding and tool finalization.
4. Review and award contracts for the second batch of TOR submissions immediately after the May 19, 2025 deadline.
5. Initiate monthly Monitoring and Evaluation (M&E) reporting, leveraging the recent onboarding of additional staff to ensure consistency and accuracy.
6. Organize and roll out stakeholder forums following the assessment phase, structured around key themes (policy, capacity, ecosystem) to allow for interactive and meaningful engagement.
7. Simplify and revise project activity indicators to better reflect actual progress and support more effective prioritization of action areas.
8. Convene the Technical Oversight Group before the Eid holiday to align consultants, facilitate cross-learning, and uphold project quality standards.
9. Prepare documentation and justification for a potential no-cost extension, aiming to demonstrate 60–70% project completion by July 2025.
10. Sustain strategic advocacy and policy engagements with key stakeholders such as NAFDAC and PCN as well as continue participating in national forums to ensure alignment with regulatory and policy developments.