

MEMORANDUM

To:

[Recipient's Name]
[Recipient's Title]
UNICEF Country Office
Abuja, Nigeria

From:

[Name]
[Title]
National Primary Health Care Development Agency
Abuja, Nigeria

Date:

[Insert Date]

Subject: Request for Funding Support for the 4-Day Nigeria Collaborative Action Strategy (N-CAS) Implementation Plan Development Workshop

Dear [Recipient's Name],

I wish to request UNICEF's support in funding the upcoming 4-day Nigeria Collaborative Action Strategy (N-CAS) Implementation Plan Development Workshop, scheduled to be held in Abuja from [insert dates].

The N-CAS is a critical initiative aimed at improving the coordination, integration, and effectiveness of health campaigns in Nigeria. It is designed to align with the broader Health Sector Wide Approach (SWAp), emphasizing improved health outcomes through coordinated action. This workshop will bring together key stakeholders from the Federal Ministry of Health (FMOH), NPHCDA, state health officials, and international partners to develop a comprehensive implementation plan that will guide the execution of NCAS recommendations across Nigeria.

Objectives of the Workshop:

1. Develop the N-CAS implementation plan for adoption by the FMOH and other key stakeholders.
2. Discuss the N-CAS adoption process and next steps for the N-CAS document
3. Plan and start near-term next steps and start implementing the CAS in Nigeria with a focus on low-hanging fruits

Funding Support Request:

To successfully carry out this workshop, NPHCDA is requesting UNICEF's financial support to cover the following key areas:

- **Venue costs:** securing a suitable location for the 4-day workshop.
- **Accommodation and logistics:** for regional and state participants (approximately 10) traveling from across the country.
- **Transportation logistics:** for XX Abuja-based FMoH and NPHCDA staff to attend the meeting.
- **Workshop conferencing:** workshop materials, tea break and lunch for all participants including partners.

UNICEF's partnership and support have been instrumental in the success of previous health campaigns, and we firmly believe that this workshop will provide the necessary foundation for NCAS implementation, leading to more effective and coordinated health campaigns across Nigeria.

We kindly request your consideration for funding support and will provide any additional details.

Thank you for your continued collaboration and commitment to improving health outcomes in Nigeria.

Sincerely,

[Your Full Name]

[Your Title]

National Primary Health Care Development Agency (NPHCDA)