

NIGER STATE MINISTRY OF PRIMARY HEALTHCARE

Guidelines for the Preparation and Submission of Consolidated Workplan for Primary Healthcare Budget

March 10, 2025

Subject: Comprehensive Guidelines for the Preparation and
Submission of Consolidated Workplan

Introduction:

To ensure a coordinated and effective approach to healthcare delivery in Niger State, all relevant stakeholders are hereby informed of the guidelines for the preparation and submission of the Consolidated Workplan for the Primary Healthcare Budget. This Workplan is essential for aligning health sector priorities with available resources and enhancing accountability in the allocation of funds.

Submission Deadline:

Guidelines:

1. Preparation of the Consolidated Workplan:
 - a) Objectives: Clearly define health objectives for the fiscal year, ensuring they align with the State's healthcare policies and national health goals.
 - b) Activities: Outline all proposed activities, detailing specific targets, timelines, and assigned responsibilities for each activity.
 - c) Budget Estimates: Develop a comprehensive budget estimate for each activity, ensuring estimates are realistic, substantiated, and in line with available funding. Standardize budget proposals using the National Chart of Accounts for consistent reporting.
 - d) Monitoring and Evaluation: Include frameworks for tracking progress and assessing the effectiveness of the planned activities, along with relevant performance indicators.
2. Stakeholder Engagement:
 - a. Engage key stakeholders, including healthcare providers, community health workers, and representatives from health committees, in the planning process to ensure broader input and support for the Workplan.

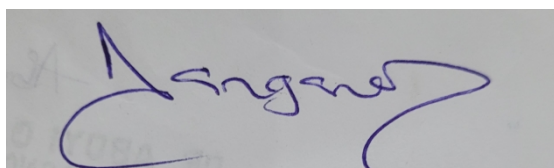
- b. Facilitate public forums or meetings to gather insights and feedback on proposed initiatives.
3. Format of the Workplan:
 - Structure the Consolidated Workplan logically with the following sections:
 - Cover Page: Title, date, and responsible agency.
 - Executive Summary: Brief overview highlighting key components.
 - Detailed Workplan: Objectives, activities, budget estimates, and monitoring & evaluation strategies.
 - Signatures: Include approval signatures from relevant authorities.
 4. Submission Procedure:
 - I. All Consolidated Workplans should be submitted electronically to the Niger State Ministry of Primary Healthcare via [designated email], and a hard copy must be delivered to our office at [office address].
 - II. Confirm that submissions adhere to the specified format and that all required documents are attached.
 5. Follow-Up and Clarification:
 - a. After submission, the Ministry may reach out to the institutions to clarify details or request additional information if necessary.
 - b. Feedback will be provided to all submitted Workplans to ensure congruence with State health priorities and improvement in service delivery.

NOTE:

The successful preparation and timely submission of the Consolidated Workplan are integral to enhancing healthcare delivery and ensuring that resources are used efficiently for the wellbeing of the community in Niger State. We value your commitment to improving primary healthcare services and appreciate your cooperation.

For further inquiries, please contact the Niger State Ministry of Primary Healthcare, DPRS DEPARTMENT.

Dr Ibrahim Dangana



Honourable Commissioner
Niger State Ministry of Primary Healthcare