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AK/FPA/CRSO/HoO/25/LT/011 *11th November, 2025*

Dear Prof. Brisibe,

Subject: Notification of Support for Training of Logistics Officers/M&E Officers on the revised CLMS, NHLMIS and ODK for last mile distribution monitoring of FP commodities in Bayelsa state.

The United Nations Population Fund (UNFPA) Nigeria presents its compliments to the Honourable Commissioner, Bayelsa State Ministry of Health, and commends your continued leadership and commitment to improving access to quality reproductive health services across the State.

Following the 2023 revision of the Contraceptive Logistics Management System (CLMS) guidelines and tools by the Federal Ministry of Health (FMOH) in collaboration with State Ministries of Health and partners, UNFPA, together with FMOH and USAID, facilitated a national training of trainers to establish a pool of master trainers. Subsequently, UNFPA has supported 20 states in cascading these trainings to logistics officers and service providers to ensure effective roll-out of the revised CLMS tools and guidelines.

In continuation of this effort, UNFPA, in collaboration with the Children's Investment Fund Foundation (CIFF) and FMOH, will support Bayelsa State to conduct a cascade training for logistics officers on the revised CLMS. The training will also include modules on the Nigeria Health Logistics Management Information System (NHLMIS) and the Open Data Kit (ODK) for monitoring last mile distribution of family planning commodities—addressing identified capacity gaps during engagements with the State LMCU and FP teams.

We kindly request your approval for the participation of 26 officers (**please see participants list attached below**), comprising eight (8) LGA Family Planning Focal Persons, eight (8) LGA M&E Officers, and ten (10) key officers from the State Family Planning/RH Unit, LMCU, and Central Medical Stores.

The five-day training, to be implemented by our partner organization, the Planned Parenthood Federation of Nigeria (PPFN), is scheduled to hold from **1–5 December 2025** in **Yenagoa** (venue to be confirmed). Participants are expected to arrive on **30 November** and depart on **6 December 2025**. UNFPA will cover accommodation, DSA, and local transportation costs.

Please accept the assurances of our highest esteem and continued partnership.

DocuSigned by:
Andrew Kirima
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Dr. Andrew Kirima
Head of Office/Programme Coordinator,
UNFPA Cross River Sub-Office

Prof. Seiyefa Brisibe
The Honourable Commissioner,
Bayelsa State Ministry of Health,
State Secretariat, Yenagoa.

Cc: Permanent Secretary - BYSMOH, Executive Secretary - BYSMOH

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S/N	PARTICIPANTS	ORGANIZATION
1-8	8 LGA FP Supervisors	SPHCB
9-16	8 LGA M&E Officers	SPHCB
17	State FP Coordinator	SPHCB
18	State FP Logistics Officer	SPHCB
19	State FP M&E Officer	SPHCB
20	State RH Coordinator	SPHCB
21	State LMCU Coordinator	SMOH
22	PIC Officer State LMCU	SMOH
23	RIV Officer State LMCU	SMOH
24	Data Manager State LMCU	SMOH
25	Chief Store Officer CMS	SMOH
26	Store Keeper CMS	SMOH

DS