



November 8th 2017

Talakawa Focus Initiative, Nigeria
Albruzooj, Behind Shehu Idris School of Health Technology,
Makarfi Kadana State

Attention: Suleiman Barau

Dear Suleiman,

PRE-CLOSE OUT NOTIFICATION ON SYSTEM TRANSFORMED FOR EMPOWERED ACTION AND ENABLING RESPONSE FOR VULNERABLE CHILDREN AND THEIR FAMILIES (STEER) PROJECT

The agreement between Save the Children and your organization – Talakawa Focus Initiative, Nigeria on the above named project being supported with PEPFAR funds from USAID refers.

I write to notify you that the STEER project is 6 months from its end date and as such SCI must begin closing out sub-awards funded under this award. In line with this therefore, please be informed that per agreement between TAFI and Save the Children, which specified the end date of December 31st 2017, you should begin necessary closeout steps.

In line with the award requirement, SCI will expect that all final financial, programmatic and other relevant reports and deliverables as required by the terms and conditions of your award must be submitted not later than 30 days after the date of completion of the award. To help achieve this, SCI expects your organization to do the following:

1. Notify project community stakeholders CCPCs, QI teams, CCMWs and beneficiaries of the project end period
2. Graduate beneficiaries that are due for graduation and discuss transition plan for beneficiaries not exiting the program before end date
3. Update beneficiaries files with necessary documentation
4. Update and reconcile all financial documents from inception to date
5. Document all project narrative reports and have them readily available
6. Update and make available asset register for SCI logistics staff coming for verification

7. Share your organization's plan of action on exit strategies from the community on or before Wednesday, November 20th 2017

In the meantime, for any additional guidance and support in meeting the close out processes and other requirements, you should work closely with SCI/STEER state teams to provide you with any necessary assistance to ensure a smooth close out.

Please note that should there be any extension to the project end date and/or any other development affecting project timings by USAID, and your further involvement on the project, SCI will notify you accordingly.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Onifade', with a stylized flourish underneath.

Olusola Onifade,
Chief of Party, STEER Project