

AIDSTAR-Two Project Trip Report – Malawi Oct. 14 – Oct. 20, 2012

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5 key words:

Monitoring & Evaluation (M&E) workshop
Pathway to change
Frameworks
Draft indicators
Results workshop

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe, Malawi.
Traveler(s) Name, Role	Ummuro ADANO, Senior Technical Advisor, Capacity Building
Date of travel on Trip	October 14 – 20, 2012
Purpose of trip	<ol style="list-style-type: none"> 1. Collaborate with local AS-Two team to plan and conduct the second M&E workshop for 14 CSO teams culminating in draft organization-wide M&E Framework. 2. Assist with the planning of Results Workshop for CSO teams
Objectives/Activities/ Deliverables	<ol style="list-style-type: none"> 1. Design and deliver second 2 day M&E workshop to accomplish the following objectives: <ul style="list-style-type: none"> • Refine and finalize the pathway to change model for their organization • Describe three types of M&E frameworks commonly used in the health sector • Understand the key steps in the process and develop a generic M&E framework for their organization • Develop draft indicators 2. Assist the local AIDSTAR-Two team to develop agenda for the one day Results Review meeting to accomplish the following objectives: <ul style="list-style-type: none"> • Local Civil Society Organization (CSO) partners will highlight the areas in which they have received technical assistance from AIDSTAR-Two Malawi Project; • The Partners will share results and significant progress or changes that have occurred as a result of the technical support they have received, and where applicable cite any remaining gaps; and • AIDSTAR-Two and the CSO partners will take note of the lessons learned and later document the success stories that can be scaled up in capacity building interventions.
Background/Context, if appropriate.	<p>AIDSTAR-Two/Malawi Project has adopted a “demand driven” approach to capacity building and organizational development for its 14 CSO clients. Nearly all the CSOs cited monitoring and evaluation as a critical area of capacity gaps that they needed help with. During initial meetings with representatives of partner CSOs, members specifically expressed the desire to have viable organizational M&E system in place to guide in the implementation and reporting on performance progress. It was noted that in most of the CSOs there were many weaknesses in their M&E functions. Some of the related factors include but are not limited to: scattered data systems, unclear data collection forms, project based reporting, absence of an overall M&E Framework and Plan. This situation compelled AIDSTAR -Two to</p>

	<p>organize a series of three trainings in M&E starting first with the Theory of Change Workshop to set the stage for the development of an organizational M&E Framework and Plan. This three-day event took place 5th to 7th September 2012, at Bridge View Hotel in Lilongwe and was attended by Executive Directors, M&E focal point persons, and a Program Managers from the 14 CSO partners. In total there were 33 participants as well as 7 representatives from MSH and 2 M&E consultants.</p> <p>Then second workshop took place 17 – 18 October 2012, at Lilongwe Sunbird Hotel and attended by 31 participants who had attended the first workshop. The Results Review meeting took place at the same venue on October 19, 2012, with the same participants.</p>
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2. Major Trip Accomplishments: Should include the major programmatic goals realized, relevant metrics, and stories of impact from the trip.

<p>The M&E workshop reinforced the learning from the first workshop, gave the participants ample time to refine and finalize their pathway to change and covered a broad range of topics on M&E including:</p> <ul style="list-style-type: none"> • Introduction to and practicing logic model as well as result framework • Introduction to anatomy of indicators and how to select and craft good indicators • Developing draft M&E framework with indicators <p>Each CSO team left the workshop with a draft M&E framework that they will continue to work on, share with colleagues back home and bring back to the last M&E workshop week of November 12 to finalize.</p> <p>The one-day Results Review meeting on Friday October 19 was an opportunity for the CSO teams to showcase their accomplishments and results they have achieved thus far. Each team was part of a panel of their own peers and they were given ten minutes each to speak directly to their specific results or progress they have making towards results. It was truly inspiring to witness a group of empowered local CSO leaders sharing their “results” with confidence and enthusiasm – partly because they felt they were given some choices and freedoms to expand their individual capabilities and assume control. For these organizations, the most natural process that seems to work for them is when they are given space to express demand, refine and prioritize gaps, absorb assistance, focus on results and view change as a process of transformation. This involves fostering home-grown processes that include targeted site visits and in-house training, mentoring and coaching, using local knowledge and capacities, and expanding these to achieve whatever measurable results, goals and aspirations the organization has set for itself.</p>

3. Next steps: Key actions to continue and/or complete work from trip.

Description of task	Responsible staff	Due date
1. Provide on-site follow-on support to the CSO teams with their draft M&E framework	Local AIDSTAR-Two team	November 2, 2012
2. Compile and submit report on M&E workshop	Wemma	November 9, 2012
3. Compile and submit report on Results Review meeting	Wemma, Thoko,	November 9, 2012

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4. Contacts: List key individuals contacted during your trip, including the contacts' organization, all contact information, and brief notes on interactions with the person.

See contact sheet attached.

Name	Contact info	Home organization	Notes
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5. Description of Relevant Documents / Addendums: Give the document's file name, a brief description of the relevant document's value to other staff, as well as the document's location in eRooms or the MSH network. Examples could include finalized products and/or formal presentations, TraiNet Participant List, Participant Contact sheet, and Meeting/Workshop Participant Evaluation form are examples of relevant documents.

File name	Description of file	Location of file
Deck of Power Point slides		
Ummuro's Notes on Results Review Meeting		