

## **AIDSTAR-Two Project Trip Report – Lebanon Dec. 10 – Dec. 16, 2012**

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5 key words:

HIV  
Lebanon  
Most At Risk Populations  
Technical support  
SIDC in Beyrouth

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### Process for completing trip report

1. This **trip report** must be completed by the traveler and distributed to the supervisor, relevant activity manager (Yadira for field support), and ProCo within 5 business days of the traveler's return to their home office.
2. The traveler will schedule a **debriefing** with their activity manager and, if appropriate, the project team within 10 business days of their return to their home office. This meeting will highlight content for the trip report. If the traveler is an activity manager, they will meet with the relevant members of the project team. The appropriate activity manager can serve as a resource to determine who else should be present at the debriefing.
3. Trip reports and addenda should be saved by the ProCo with the relevant TDY documents in sub-project eRoom.
4. Completion of the trip report and scheduling debriefings is the responsibility of the traveler.
5. The traveler must have the report **reviewed and approved by the activity manager**, who will submit to the COTR and appropriate mission.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and ProCo. The ProCo will determine if trip report and which documents should be sent to **Institutional Memory and will update trip report submission logs.**
7. Save this report using the following naming protocol: PY# LAST NAME, First Name – Destination Month, DD YYYY (i.e. PY3 JOHNSON, Sarah –Honduras Oct 22 2010).

**1. Scope of Work:**

Destination and Client(s)/ Partner(s)	International HIV/AIDS regional Hub for technical support for West/ North and Central..
Traveler(s) Name, Role	Boubacar SOW, Consultant
Date of travel on Trip	10 to 16th December 2012
Purpose of trip	Support MENA partners
Objectives/Activities/ Deliverables	<p><b>Objective:</b> provide one-to-one tailored technical support by undertaking a cycle of visits to implementing partners in the field Lebanon and Tunisia. This will address the current status of adhering to USAID rules and regulations, good practice in financial management, and steps for close-out of AIDSTAR-Two funding</p> <p><b>Delivrables</b></p> <ol style="list-style-type: none"><li>1. <b>One-to-one technical support missions on financial management</b> conducted in Lebanon, and specific advice and recommendations provided to SIDC in Beyrouth..</li><li>2. Reports describing the current status of financial management practices and USAID rules and regulation adherence, including specific recommendations for each partner (in English and French).</li></ol>
Background/Context, if appropriate.	<p>The Responding to Most-at-Risk Populations in MENA Region project, implemented by the International HIV/AIDS Alliance through AIDSTAR-Two, is supporting partner organizations in the countries of Algeria, Lebanon, Morocco, and Tunisia to strengthen their service delivery and their internal organizational capacity and to enhance their ability to influence their environments for increasing access to population-friendly services in locations that are generally hostile to most-at-risk populations. The project has established outreach programs in more than 10 sites in these countries, where partner civil society organizations (CSOs) are implementing a package of combination prevention services aimed at MSM in accordance with USG guidance.</p> <p>This trip report describes the work conducted in Lebanon from December 10<sup>th</sup> to 16<sup>th</sup>, 2012 with AIDSTAR – two partner organization that is the primary recipients of grant SIDC in Lebanon.</p> <p>After financial audits conducted in 2011, as well, as part of the technical support provided by AIDSTAR-Two and the Alliance to the partner CSOs, a regional training on USAID financial management and rules and regulations compliance was delivered in January 2012 targeting finance and programme officers/managers from the implementing partner organisations. The training topics included general requirements, code of good conduct, cost principles, procurement of consultants and services, HR and personnel, travel, closeout, sub-grant and contract management, publications, equipment/ assets, standard grantee provisions, workshops and participant training, and branding and marking. Each country group developed a country action plan to ensure compliance with USAID rules and regulations and the appropriate information</p>

	<p>and documentation.</p> <p>This Trip to Lebanon SIDC was to assess the implementation of those plans and to deliver targeted training and TA, to update the partners on changes in USG rules and regulations, and to help prepare the grantee organizations for closeout of AIDSTAR-Two funding.</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><u>Finance Management of the project</u>  Accomplished: review of all financial documentation related to expense from April to September 2012 with finance team. I reviewed the processes including the supporting documents for expenses and advance.</p> <p>Findings  On finance document filing, the major finding is the lack of memos or advance request from program staff validated by the project director for activities.</p> <ul style="list-style-type: none"> <li>- There is no advance voucher, expense voucher before and no cash reconciliation after a project activity.</li> <li>- Finance documents are not filled based on activities</li> <li>- Some consultants fillies there no bill and no validated timesheet</li> <li>- No approbation level defined for any payment</li> <li>- No documented prior approval for all payments</li> </ul>
<p>Review of procurements</p> <ul style="list-style-type: none"> <li>- No identified approbation level for the procurements into the procedure manual of the Organization.</li> <li>- No bid documentation into the files</li> <li>- No cost analysis</li> <li>- No proof on delivery</li> <li>- No EPLS</li> </ul>
<p>Petty cash</p> <ul style="list-style-type: none"> <li>- 1000 US dollars as petty cash</li> <li>- No payment threshold defined with the petty cash</li> <li>- No cash reconciliation at the end of the month</li> </ul>
<p>Review of HR filing</p> <ul style="list-style-type: none"> <li>- Employee signature missing on the timesheets</li> <li>- No employee position and title on timesheets</li> <li>- Missing job description for some staff</li> </ul>
<p>Review of small grants documentation and process</p> <ul style="list-style-type: none"> <li>- No selection criteria</li> <li>- No selection Memo</li> <li>- No payment request or memos for sub grantee reimbursement</li> <li>- Reports and other financial documents from sub grantee partners aren't filed in the main office.</li> <li>-</li> </ul>
<p>Program management</p> <ul style="list-style-type: none"> <li>- No regular on site supervision on activities</li> </ul>

- No data quality assessment

**Tailored Training**

After the revision of the finance documentation and compliance with USAID funding projects, new tools was designed to support the management of the AIDSTAR- two partner SIDC in Beirut. For each designed new tool exercise was conducted to demonstrate its utilization and filling out. With the finance officer and program Coordinator

All the tools was shared and attached to a folder named “Recommended tools”

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

Description of task	Responsible staff	Due date
Start using advance request template designed from January 2013		
reconstitute Advance voucher and reconciliation and payment voucher from previous fiscal year (2012)	Admin and Finance Officer	March 2013
Reconstitute and validate all advance requests from the previous fiscal year	Project Director	March 2013
Employee filing staff by with all required documentation	Admin and Finance Officer	Feb 2013
Update the procedure manual on items related to petty management	Project Director and Admin	January 2013
Complete missing items on timesheets (position and signature, etc.)	All paid staff	Feb 2013
File the HR documents staff by staff	Admin and Finance Officer	January 2013
Update all job description of the staff	Project Director	Feb 2013
Adapt the pay slip to the actual time worked by staff on the different projects	Admin and Finance Officer	January 2013
Complete sole source justification Memo for communication tools developed in previous year.	Admin/finance and program staff	Feb 2013
Design a Petty cash policy (Thresholds, reconciliation each month)		

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

Name	Contact info	Home organization	Notes
Nina	nricha@sidc-lebanon.org <nricha@sidc-lebanon.org>;	SIDC Admin and Finance	Review of admin and financial documents and filing
Nadia Badran	nbadran@sidc-lebanon.org <nbadran@sidc-lebanon.org>;	SIDC Program Coordinator	Review of program implementation, M&E and procurement
Karine Nassar	knassar@sidc-lebanon.org <knassar@sidc-lebanon.org>;	SIDC Project Director	Briefing and Debriefing on the mission
Golda EID	Golda EID <geid@ranaa.net>;	Ranaa grant Manager	On grant management

**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.

<b>File name</b>	<b>Description of file</b>	<b>Location of file</b>
Biodata form	For payment rate historic for consultant	Recommended tools folder
Conflict of interest certification form	For vendor selection process	Recommended tools folder
Consultant Payment Request and Work Log Template	For any payment request for third party	Recommended tools folder
Consultant Selection Memo Template	For consultant selection process	Recommended tools folder
Sole Source Justification Memo Template	For unique selection of vendor or consultant or service providers	Recommended tools folder
Inventory-and-Disposition-Plan-Template	New template for assets inventory	Recommended tools folder
Travel Advance Request Form		Recommended tools folder
Pay slip form	To complete HR filing	Recommended tools folder