

AIDSTAR-Two Project Trip Report – Malawi Nov. 11 – Nov. 18, 2012

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5 key words:

M&E Workshop
M&E Framework
Draft organizational PMP
Action Plan
Malawi

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe and Blantyre, Malawi
Traveler(s) Name, Role	Alyson Clark , Senior Project Officer, AIDSTAR-Two
Date of travel on Trip	November 11-18, 2012
Purpose of trip	<ol style="list-style-type: none"> 1. Collaborate with local AIDSTAR-Two team to plan and conduct the third M&E workshop for 14 CSO teams culminating in draft organization-wide Performance Monitoring Plan 2. Conduct 1-day planning and communications workshop with AIDSTAR-Two team
Objectives/Activities/ Deliverables	<p>Design and deliver third 2-day M&E workshop to accomplish the following objectives:</p> <ul style="list-style-type: none"> • Refine and finalize M&E Framework for their organization, including framework indicators • Draft organizational PMP to accompany M&E Framework • Understand strategies for using data for decision making and communicating results effectively • Develop an action plan for improving the respective organization's M&E system <p>Design and delivery 1-day planning and communications meeting with internal AIDSTAR-Two team</p>
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 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>The second workshop took place 17 – 18 October 2012, at Lilongwe Sunbird</p>

	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.
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2. Major Trip Accomplishments: Should include the major programmatic goals realized, relevant metrics, and stories of impact from the trip.

The 3rd M&E workshop reinforced the learning from the first and second workshops, gave the participants ample time to refine and finalize their results frameworks and covered a broad range of topics on M&E including communicating results, data quality assessments, and quality assurance in M&E.

Each CSO team left the workshop with a draft organizational PMP that they will continue to work on, share with colleagues back home and finalize with AIDSTAR-Two staff in January 2013.

See M&E Workshop #3 Report for more details.

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	January 30, 2013
2. Compile and submit report on M&E workshop	Wemma	December 1, 2012

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.

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
M&E Workshop Report #3		