

AIDSTAR-Two Project Trip Report – Tunisia Dec. 15 – 20, 2012

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5 key words:

HIV
Tunisia
Financial management practices
Close out
ATL

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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	16 th to 20 th December 2012
Purpose of trip	Support MENA partners ATL Tunis
Objectives/Activities/ Deliverables	<p>Objective: 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>Delivrables</p> <ol style="list-style-type: none"> 1. One-to-one technical support missions on financial management conducted in Tunisia, and specific advice and recommendations provided to ATL in Tunis.. 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).
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 inTunis from December 16th to 20th, 2012 with AIDSTAR – two partner organizations that is the primary recipients of grant ATL in Tunisia.</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 and documentation.</p> <p>This Trip to Tunisia ATL 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>

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

Finance Management of the project

Accomplished: review of all financial documentation related to expense from April to September 2012 with finance team. Review of the processes including the supporting documents for expenses and advances.

Findings

On finance document filing,

Major finding is the lack of memos or advance request from program staff validated by the project director for activities.

- There is no advance voucher, expense voucher before and no cash reconciliation after a project activity.
- Finance documents are not filled based on activities
- No approbation level defined for any payment
- No documented prior approval for all payments
- Payment vouchers are not approved by authorized staff

Review of procurements

- No identified approbation level for the procurements into the procedure manual of the Organization.
- No bid documentation into the files
- No selection memo for vendors and service providers
- No cost analysis
- No proof on delivery of goods
- No EPLS

Petty cash

- No payment threshold defined with the petty cash
- No cash reconciliation at the end of the month

Review of HR filing

- Employees contracts missing in the file
- The timesheets are uncompleted and doesn't reflect the actual hours work
- No payment slip in the file
- Missing job description for some staff
- NO compensation policy from the procedures manual.

Travel

- No completed travel authorization forms
- No completed and validated travel request forms
- No trip reports

Vehicle and fuel usage

- No log book for vehicle usage and Fuel distribution to staff

Inventory of assets

- An update need to done on January 2013
- Template need to be completed with funding source

Program management

- No regular on site supervision of activities
- No data quality assessment

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 ATL in Tunisia. For each designed new tool exercise was conducted to demonstrate its utilization and filling out. With the finance officer. All the tools was shared and attached to a folder named “Recommended tools” with ATL Staff and Mena program Coordinator based in Marocco.

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 for any expenses	All staff	January 2013
reconstitute Advance voucher and reconciliation and payment voucher from previous fiscal year (2012)	Finance Officer	March 2013
Reconstitute and validate all advance requests from the previous fiscal year	Project Director	March 2013
Do petty cash reconciliation at the end of each month	Finance Officer	January 2013
Update the procedure manual on items related to petty cash management.	Project Director and Admin	January 2013
Employee filing staff by with all required documentation	Finance Officer	Feb 2013
Complete missing timesheets	All paid staff	Feb 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	Finance Officer	January 2013
Complete sole source justification Memo for communication tools developed in previous year.	finance and program staff	Feb 2013
Write a contract for Peer Educators	Finance Officer	January 2013

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
Aouainia Maizen	mazen.aouainia@yahoo.fr <mazen.aouainia@yahoo.fr>;	ATL Tunis Finance officer	Review of admin and financial documents and filing
Mahjoubi_Bilel	mahjoubi_bilel@yahoo.fr <mahjoubi_bilel@yahoo.fr>;	ATL Tunis Program Coordinator	Review of program implementation, M&E and procurement

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
Biodata form	For payment rate historic for consultant	Recommended tools file folder
Advance request form	Form for any advance request from staff	Recommended tools file folder

Expense report form	Form for advance and payment justification	Recommended tools file folder
Conflict of interest certification form	For vendor selection process	Recommended tools file folder
Consultant Payment Request and Work Log Template	For any payment request for third party	Recommended tools file folder
Consultant Selection Memo Template	For consultant selection process	Recommended tools file folder
Sole Source Justification Memo Template	For unique selection of vendor or consultant or service providers	Recommended tools file folder
Inventory-and-Disposition-Plan-Template	New template for assets inventory	Recommended tools file folder
Travel Advance Request Form	For any advance on trips	Recommended tools file folder
Pay slip form	To complete HR filing	Recommended tools file folder