

5 key words:

Guatemala
Final
Interviews
Key
Position

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Trip Report Template

Process for completing trip report

1. This **trip report** must be completed by the traveler and distributed to the supervisor, relevant team leader, project manager and AdCo within 10 business days of the traveler's return to their home office.
2. The traveler will schedule a **debriefing** with their project 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 a project manager, they will meet with the project team. Ideally, the debriefing will be scheduled prior to the traveler's departure. The appropriate Team Leader can serve as a resource to determine who else should be present at the debriefing.
3. Trip reports and addenda should be saved 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. In the event a trip report needs to be filed with USAID mission, the traveler must have the report **reviewed by the appropriate Team Leader first**, when possible, and project manager before sending the report to USAID mission.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Program Manager, Team Leader, and AdCo. AdCo will determine if trip report and which documents should be sent to **Institutional Memory**.
7. Save this report using the following naming protocol: sub-project name_ traveler's name_ destination_program year_departure month (i.e. Global Fund-Stash- Pakistan -2006-6).

Trip Report Template

1. Scope of Work: Training for VLDP facilitators in Peru

Destination and Client(s)/ Partner(s)	Travel to Guatemala City
Traveler(s) Name, Role	Yadira Almodovar-Diaz, Senior Program Officer Martha Rodriguez, Staffing Specialist
Date of travel on Trip	August 10-14, 2009
Purpose of trip	The purpose of the trip was to conduct the final round of interviews for key positions, meet with USAID/Guatemala and representatives of Proyecto Dialogo, and follow-up on the opening of the offices.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Meet with the two local consultants to discuss progress made on program activities outlined in their SOW • Interview finalists for key positions • Begin planning the orientation process • Participate in an introduction meeting with USAID/Guatemala • Gather information about process for establishing a corporate bank account • Meet with a lawyer to begin the office registration process • Visit potential office spaces in the city and begin lease negotiations
Background/Context, if appropriate.	<p>AIDSTAR-Two was awarded funds in April 2009 to establish a field-support program to: 1) provide capacity development to local organizations serving MARPs in Petén and Izabal, Guatemala; 2) conduct a GPS/GIS study to map out existing preventive, treatment and support services available to MARPs in these Departments; and 3) conduct a study with MSM to identify social and structural drivers of the epidemic and implement a social mobilization campaign.</p> <p>To implement the activities requested by USAID, AIDSTAR-Two proceeded to establish 3 offices to be based in Guatemala City, Petén and Izabal. The purpose of this trip was to finalize the recruitment process and opening of the office in the city, have an introductory meeting with USAID/Guatemala and follow-up with Proyecto Dialogo on our collaboration for the GPS/GIS study.</p>

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

Met with Fidel Arevalo, Activity Manager, USAID/Guatemala to discuss his input on the work plan for Yr. 1 and briefly discussed upcoming activities such as the Human Trafficking and HIV Conference in Chetumal, Mexico.

1. Work Plan:

- Fidel was not convinced about investing into the GPS/GIS component since Proyecto Dialogo has mapped out the public services throughout Guatemala, including Petén and Izabal. Yadira explained that this activity will include mapping private sector providers, but he insisted that a combination of phase 1 and 2 would be more cost-efficient in the long run.
- Fidel wanted to know about the role that the M&E consultant listed in the budget. Yadira explained that this person will train the local M&E staff, help set up the data collection, analysis, reporting system, etc. We should include a detailed explanation of the role of each consultant in the second version of the work plan.

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2. Budget:

- AIDSTAR-Two team to include a breakdown for the GIS Mapping and the M&E Activities lump sums (\$25,000 each).
- Local salaries for the months of April through September should be used for other activities since no staff has been hired yet.
- Instead of buying a vehicle and hiring drivers, AIDSTAR-Two should consider rental cars since this is an 18-month project (with the potential for extension). For Fidel, buying vehicles and then having to dispose them is logistically challenging. Yadira asked Jorge Montoya, Admin./Logistics Officer to do some research about long-term vehicle rental.
- We should add more funds for the trafficking study. We have allocated \$35,000 under subcontracts for the Alliance, but since they don't want to be involved in the trafficking component we should consider engaging a university such as San Carlos.

3. USAID/Guatemala priorities for the AIDSTAR-Two project: human trafficking study, work with MSM and commercial sex workers, and work with networks in Petén and Izabal.

Agreed on activities to be included in an MOU between AIDSTAR-Two and Proyecto Dialogo regarding the GPS mapping of HIV/AIDS services for MARPS offered by the public and private sector in Petén and Izabal.

Highlights of conversation with Proyecto Dialogo:

- 1) Proyecto Dialogo ended August 30, 2009 and while they are waiting for the results of a re-bid of the project, they cannot sign a formal MOU yet. However, they want to partner with AIDSTAR-Two in any way possible.
- 2) They are willing to provide a copy of the RFA they used to seek a contractor to implement the GPS system and the contact information of the companies that bid, along with the evaluation criteria.
- 3) Daniel Roberto Otzoy García, Web Intelligence Consultant is available to work with AIDSTAR-Two from September-November.
- 4) We are invited to an event presenting their mapping work scheduled for August 27. More information available at www.proyectodialogo.org.

Finalized interviews and began hiring process for key positions including COP, Social Mobilization Advisor, Monitoring and Evaluation Specialist, and Logistics Officer.

Drafted the scope of work for a lawyer and began the process of registering MSH legal representatives to obtain NGO status.

Identified a bank and gathered paperwork to open corporate account.

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

Description of task	Responsible staff	Due date
Met with local consultants to discuss trip agenda and confirm final interviews.	Yadira, Edgar Cajas, Jorge Montoya	August 10
Interviewed Yma Alfaro – COP candidate.	Yadira	
Met with Fidel Arevalo to discuss his input on the work plan and budget. Discussed next steps to jump start program implementation.	Yadira, Martha Rodríguez, Fidel Arevalo	August 11
Met with Edgar Cajas to discuss his SOW and interviewed him for the positions he was interested in. Highlights of this		

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<p>conversation:</p> <ol style="list-style-type: none"> 1) He is interested in specific research activities with MSM and on topics related to human trafficking. 2) Since he doesn't fulfill all the qualifications for the COP position, he decided to remove his name from the list. 3) He has not done anything on the GPS/GIS study, which is part of his SOW. 4) He worked with Jorge on the identification of office space and interviewing staff, which was part of his SOW. 5) He has spent 100% of his time over the past two weeks on the preparation process for the conference in Chetumal. This was the first time Yadira heard about this conference. 6) Challenges noted: <ul style="list-style-type: none"> • His limited English skills was a barrier to communicate with MSH/Arlington and understand his own SOW (although this had already been discussed in Spanish when Ana Diaz conducted her visit) • Limited experience managing the relationships between a contractor (MSH) and USAID • Difficulties establishing priorities • Too much work for a 50% LOE 7) He requested an increase in his LOE to 100% throughout the end of his contract (October 5). 		
<p>Interviewed:</p> <ul style="list-style-type: none"> • Jorge Montoya – Admin./Logistics Officer, City • Milly Colindres – Admin./Logistics Officer, City • Nidia Barrera– Admin./Logistics Officer, Petén but she lives in the City. She was well qualified, but need to explore if she could move to Petén without moving expenses covered. • Ivonne Corado – Admin./Logistics Officer, City. She was the best qualified candidate. 	<p>Yadira, Martha Rodríguez</p>	
<p>Interviewed:</p> <ul style="list-style-type: none"> • Luis Arturo Echevarria – Finance Manager/HR. He was well qualified, but not USAID experience. • Victoria Giron – Finance Manger/HR. She was well qualified with lots of USAID experience, but no English skills. • Claudia Marcos – Admin./Logistics Officer, Izabal. • Raquel Leiva – MARPS Liaison, Izabal. She was well qualified. • Gabriela Molina – Social Mobilization Advisor, City. She was well qualified but had high salary expectations and we leaving the country for several weeks in November/09. • Aaron Davila – Accountant, City. 	<p>Yadira and Martha Rodriguez</p>	<p>August 12</p>

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Met and observed the office inspection conducted by the US State Department. This is a requirement for all USAID-funded projects opening an office in the City.	Yadira, Jorge Montoya, Inspectors	August 13
<p>Interviewed:</p> <ul style="list-style-type: none"> ● Hugo Rubio Contreras ● Ana Maria Rodas – M&E Officer, City. She was well qualified and we are getting her references. ● Francisco Puac – M&E Officer, City. No USAID/PEPFAR experience. ● Byron Santos – M&E Officer, City*. He was well qualified and we are getting his references. <p>* Martha interviewed these candidates alone due to Yadira’s meeting with Proyecto Dialogo.</p>	Yadira, Martha Rodriguez	
Met with Proyecto Dialogo staff to discuss MOU and plan to roll out the GPS/GIS study.	Yadira, Gustavo Estrada, Daniel Roberto Otzoy García,	August 14
<p>Conducted interviews with:</p> <ul style="list-style-type: none"> ● Patricia Quinteros – MARPS Liaison, Izabal.* ● Jairo Barreras – MARPS Liaison, Izabal. He was okay. We can consider him if Ms. Chicas turns down our offer. ● Nury Chicas – MARPS Liaison, Izabal.* She is well qualified and we are getting her references. ● Jorge Alberto Ramos – MARPS Liaison, Izabal. His experience is only on MSM. He might be a possibility if Ms. Chicas turns down the offer. ● Zaira Arevalo – Accountant, City. She doesn’t have the experience and skills needed. ● Roxy Palma – Social Mobilization Advisor or MARPS Liaison, Petén. She has very limited experience and has never worked in Petén. ● Fernando Arevalo – Social Mobilization Advisor, City. He is well qualified and we are getting his references. ● Henry Escalante – Accountant for Petén or Izabal. No USAID experience. ● Oscar Escalante – Social Mobilization. He doesn’t have the experience and skills needed. ● Jaime Arroyo – Social Mobilization Advisor, City. He doesn’t have the experience and skills needed. <p>* Martha interviewed these candidates alone due to Yadira’s meeting with Proyecto Dialogo.</p>	Yadira and Martha Rodríguez	
Next Steps:		
1) Negotiate salaries, extend offer and deliver employment	Martha Rodríguez	September 25

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letter for key positions (COP, Finance Manager/HR, Social Mobilization Advisor, M&E Officer)		(start date October 1)
2) Finalize benefits package	Martha Rodríguez	September 25
3) Revise Edgar's SOW so he can focus on the Chetumal conference and to increase his LOE to 100%.	Yadira, Lauren Bailey	August 25 (done)
4) Finalize contract with lawyer	Yadira, Marisol Mercado and Contracts	September 10 (done)
5) Complete and submit paperwork to register legal representative and obtain NGO status	John McKenney	September 10 (done)
6) Sign office leases	Contracts and Legal Representative	September 30 – City October 10 – Petén and Izabal
7) Open bank account	Legal Representative	October 5
8) Procure office equipment	Jorge Montoya	October 1
9) Revise and submit work plan and budget	Yadira and John Berman	September 8

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
Gustavo Estrada Oficial de Salud	Tel: +502-2380-6100 Cel: +502-5608-0498 Fax: +502-2380-6101 Email: gestrada@proyectodialogo.org	USAID/Diálogo para la Inversión Social (AED project) 6ª Avenida 20-25, Zona 10 Edificio Plaza Marítima, Nivel 5 Oficina 5-4 Guatemala, C.A. 01010 www.proyectodialogo.org	
Daniel Roberto Otzoy García Consultor de Web Intelligence	Tel: +502-2380-6100 Cel: +502-5506-9102 Fax: +502-2380-6101 Email: dotzoy@proyectodialogo.org	USAID/Diálogo para la Inversión Social (AED project) 6ª Avenida 20-25, Zona 10 Edificio Plaza Marítima, Nivel 5 Oficina 5-4 Guatemala, C.A. 01010 www.proyectodialogo.org	
Maria Herminia Reyes de Muralles, Directora del Proyecto	Email: hreyes@proyectodialogo.org	USAID/Diálogo para la Inversión Social (AED project) 6ª Avenida 20-25, Zona 10 Edificio Plaza Marítima, Nivel 5 Oficina 5-4 Guatemala, C.A. 01010 www.proyectodialogo.org	
Eugenia	Tel: 502-2438-3199	Social Marketing Project	She would be a great candidate

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Monterroso, COP	Email: eugenia.monterroso@gmail.com	in Central America Increases Condom Availability for Vulnerable Populations USAID/(Abt) 14 Calle 3-51, Zona 10 Nivel 12- Oficina 1202 Edificio Murano Center Guatemala, Guatemala 01010	for COP for AIDSTAR-Two.
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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 CLM/LMS 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
N/A		