

5 key words:

Honduras
Finance
Operations
Contracts
Training

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AIDSTAR-Two Project Trip Report

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 AdCo 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 AdCo 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.
6. When the entire template is completed, email the report along with all relevant documents to the relevant Activity Manager and AdCo. AdCo 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: sub-project name_ traveler's name_ destination_program year_departure month (i.e. Honduras-Bautista- Honduras -2009-6).

AIDSTAR-Two Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Honduras, AIDSTAR-Two Honduras
Traveler(s) Name, Role	Curtis Feather, Finance and Operations Officer, AIDSTAR-Two Project
Date of travel on Trip	13-15 October, 2010
Purpose of trip	Provide orientation (especially focused on AIDSTAR-Two and MSH finance, operations, and contracts) to Jorge Fernandez (COP), attend and help oversee a training for the Honduras finance team around the launch of MSH's new integrated business information system, work on an updated Q4 pipeline and next quarter expenditure projections, and review financial and contractual files.
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> • Provide orientation for Dr. Jorge Fernández, AIDSTAR-Two Honduras Chief of Party, on key finance, operations, and contracts areas. • Attend and help oversee training for the Honduras finance team around the launch of MSH's new integrated business information system. • Work with the Honduras finance team to update the Q4 pipeline and next quarter expenditure projections. • Review project financial and contractual files. • Conduct a debrief meeting with USAID Honduras.
Background/Context, if appropriate.	<p>AIDSTAR-Two recently hired a new Chief of Party, Dr. Jorge Fernández, and MSH is also in the midst of launching a new Integrated Business Information System (iBIS), so the timing of the trip was especially appropriate as there were multiple activities for follow up, especially related to these two items.</p> <p>Prior to this TDY, I was in Guatemala working with the AIDSTAR-Two team on various activities. Hence, as there were multiple priorities in Honduras at the time, we decided to capitalize on the cost savings and the reduced travel time of the regional travel from Guatemala to Honduras.</p> <p>Details regarding the trip accomplishments and next steps are highlighted below.</p>

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

Orientation with Dr. Fernández

- Oriented Dr. Fernández on the AIDSTAR-Two contract, key deliverables, and processes for international travel approval.

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- Discussed the AIDSTAR-Two contract mechanism (IQC vs. Task Orders) and the contract budget and staffing structure.
- Reviewed the AIDSTAR-Two Honduras PY3 work plan and budget in detail, including the programmatic elements, the various budget views and breakouts, and how to work in the template.
- Discussed the process for revising the PY3 work plan, which included a review of the project pipeline and carry over funds for PY3, as well as a discussion regarding best practices when revising the work plan/budget, such as maintaining a log of revisions and drafting budget notes to accompany the next submission to USAID.
- Discussed MSH and AIDSTAR-Two's cost structures and key financial information.

Integrated Business Information System (iBIS) training

- Attended and helped contribute to two day training for AIDSTAR-Two Honduras, AIDSTAR-Two Guatemala, and LMS ULAT financial staff.
- Maintained a list of questions and items for follow up.
- Day one training topics included: overview of the iBIS system, review of the revised MSH chart of accounts, discussion on best practices with the new system, training on the new coding system, review of the revised timesheets and MSH payroll policies, demonstration of loading QuickBooks 2010, and a review of MSH's new policy regarding ATTUS and EPLS (anti-terrorist/excluded parties) checks.
- Day two training topics included: how to export the monthly QuickBooks reports to iBIS and a question and answer session.

Review of project financial and contractual files

- Met with multiple AIDSTAR-Two Honduras staff members to discuss financial processes and to review a sampling of project files.
- Met with Maria Elena Ramirez to discuss the consultant agreement process and review files, as well as to briefly discuss the new PBF subcontracts and questions raised during the selection meetings and first quarter expenditure estimates.
- Met with Glenda Duron and Norma Moncada separately to review grantee files and monthly advance and liquidation processes.
- Met with Javier Bustillo to discuss the various items he works on (local procurement, office logistics, office expense payments, computer/network maintenance, etc.), and to discuss HQ team support and communications.
- Met with Eglá Canales to discuss current process for monthly expenditure upload and filing of financial files, to review sample transactions, and to discuss upcoming HQ support needs.

Debrief with USAID Honduras

On the morning of Friday, October 15, I held a debrief meeting with Dr. Ritza Ávilez and Dr. Jorge Fernández. We reviewed my detailed trip agenda and discussed what had been accomplished as of that point and what I hoped to accomplish on the final day. We also discussed the new iBIS system changes and the process for creating the quarterly pipeline reports for USAID-Honduras, including an explanation of why we must update all sub-project expenditure information simultaneously to be able to properly allocate indirect costs. The debrief meeting went very well, and Dr. Ávilez was pleased with the visit and the many items we were able to accomplish in a short period of time. Dr. Ávilez did raise one question for follow up related to the new PBF subcontracts (not part of my SOW/agenda), which we agreed to follow up on later (see details below).

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

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Description of task	Responsible staff	Due date
<u>Orientation with Dr. Fernández</u> <ul style="list-style-type: none"> Provide Yadira Almódovar-Díaz, SPO, with suggested areas for further orientation (consultant agreements and planning ahead technically, quarterly financial reports, and a brief overview of ATTUS/EPLS) to be completed during her upcoming TDY and/or when Dr. Fernández comes to our office for orientation in late November/early December (items already provided to Yadira during debrief meeting). 	Curtis Feather/Yadira Almódovar-Díaz	December 5, 2010
<u>Integrated Business Information System (iBIS) training</u> <ul style="list-style-type: none"> Follow up on questions identified during the training with MSH HQ staff in preparation of the October field expense upload and the Honduras iBIS “Go Live” date of November 1, 2010 (questions already sent to HQ staff, currently following up on pending items). 	Curtis Feather	November 5, 2010/ongoing support
<u>Review of project financial and contractual files</u> <ul style="list-style-type: none"> Help follow up with Peter Mahoney regarding feedback on the revised local consultant processing SOP and next steps for full delegation. Discuss potential PBF questions with Yadira Almódovar-Díaz (done). Submit PY3 Q1 expenditure estimates/projections to me. 	Curtis Feather Maria Elena Ramirez	November 5, 2010 October 22, 2010
<u>Debrief with USAID Honduras</u> <ul style="list-style-type: none"> Review roles and responsibilities for Glenda Duron and Monica Palencia regarding PBF subcontract liquidations and “audits,” revise terms of reference if needed, and provide future technical assistance/support on the matter as needed. 	Dr. Fernández/Yadira Almódovar-Díaz	November 30, 2010

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	Title and Institution	Contact Information	Notes
Dr. Ritza Ávilez	USAID/Honduras HIV/AIDS Project Management Specialist	(504) 236-9320 X 4360 ravilez@usaid.gov	USAID debrief meeting.
Mariem Anariba	Finance & Administration Manager, ULAT, MSH	MSH ULAT	Facilitated iBIS training

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Vilma Morales	Finance Assistant/Accountant, ULAT, MSH	MSH ULAT	iBIS training participant
Iliana Mejia	Finance Assistant, ULAT, MSH	MSH ULAT	iBIS training participant
Lilian Rodas	Finance, Administration and Human Resources Manager, AIDSTAR-Two Guatemala	AIDSTAR-Two Guatemala	iBIS training participant
Dr. Jorge Fernández	COP, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	Orientation and debrief
Maria Elena Ramirez	Finance/Grants Director, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	iBIS training participant and file and process/file review meeting
Egla Canales	Accountant/HR Manager, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	iBIS training participant and file and process/file review meeting
Glenda Duron	Grant/Financial Assistant, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	Process/file review meeting
Norma Moncada	Grant/Financial Assistant, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	Process/file review meeting
Javier Bustillo	Logistics Assistant, AIDSTAR-Two Honduras	AIDSTAR-Two Honduras	Process/file review meeting

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
AIDSTAR-Two Contract	Project contract	P drive
AIDSTAR-Two Honduras PY3 WP	October 2010-September 2011 WP and budget file	P drive
iBIS training materials	All materials used in two day training (e.g. overview presentations, revised chart of accounts, ATTUS and EPLS SOP documents, sample QB files, etc.)	P drive (new iBIS Training folder)