

## AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi

September 9-16, 2011

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5 key words:

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Feedback  
SOW

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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 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. 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).

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### **1. Scope of Work:**

Destination and Client(s)/ Partner(s)	Conducted project start-up activities for the Malawi Civil Society Organization Capacity Building Project in Lilongwe, Malawi
Traveler(s) Name, Role	Alyson Clark, Program Officer, AIDSTAR-Two
Date of travel on Trip	09/09/11-09/16/11
Purpose of trip	Project Start-Up
Objectives/Activities/ Deliverables	<ul style="list-style-type: none"> <li>• Meet with Ndasowa Chitule and other staff at USAID/Malawi to receive feedback on/further flesh out Malawi Scope of Work, review timeline, discuss strategic framework, etc.</li> <li>• Meet with MSH/Malawi Chief of Party and other relevant staff to             <ul style="list-style-type: none"> <li>○ discuss office space,</li> <li>○ talk with the accountant, M&amp;E advisor, and driver and their supervisors about having them work on AIDSTAR-Two part time,</li> <li>○ discuss any familiarity with the 10+ identified HIV organizations AIDSTAR-Two will work with,</li> <li>○ look at equipment &amp; supplies, possibly identify resources from the disposition plans</li> <li>○ and review office policies, operations manual.</li> </ul> </li> <li>• Conduct HR interviews for the positions of Project Director and Organizational Development Specialist.</li> <li>• Meet with Pact/Malawi Country Director and other relevant staff to discuss the Community REACH project and their successes/challenges in working with the local organizations they provided grants to from 2007-2011</li> </ul>
Background/Context, if appropriate.	The AIDSTAR-Two Project in Malawi will contribute to the reduction of the spread of HIV/AIDS by providing capacity building to 19 HIV/AIDS local organizations during the period of 2 years.

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

- Met with Ndasowa Chitule at USAID/Malawi and discussed proposed scope of work, outline for workplan, project reporting and communication, deliverables, strategic framework, and timeline.
- Met with MSH/Malawi Chief of Party and other relevant staff to discuss office space, sharing staff with other MSH projects, disposition plans, among other areas.
- Interviewed several candidates for the positions of Project Director and Organizational Development Specialist.
- Met with Dan Craun-Selka, Pact/Malawi Country Director, to discuss the Community REACH project

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and the successes and challenges of the project.

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

Description of task	Responsible staff	Due date
Complete and submit workplan, budget, and draft PMP	Alyson, Ummuro, Sarah	9/28/11
Provide weekly updates to COTR team and USAID/Malawi	Alyson	On-going
Hire OD Advisor and Project Director (conditional offer)	MSH/HR	On-going
Acquire vehicles/equipment from Pact/Malawi's disposition plan	Alyson and Ummuro to talk with Ndasowa	Week of Oct. 5
Project officially starts	MSH/Malawi + HQ staff	October 2011
Hold project orientation	Ummuro and Alyson	Early November

**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
Ndasowa Chitule	HIV/AIDS Specialist; USAID/Malawi	265 1 772 455 ext 5306	
Dan Craun-Selka	Country Director, Pact/Malawi	265-991-26-1590	
Rudi Thetard	Country Representative, MSH/Malawi	(265) 1 756 111	
Leonard Nkosi	Business Development Manager and Local Lead, MSH/Malawi	(265) 1 756 111	
Chifundo Kachiza	TB CAP Project Lead, MSH/Malawi	265 1 752 315	
Thokozani Bema	Country Team Leader – Knowledge for Health Project MSH/Malawi	(265) 1 756 111	
Patrick Phoso	Senior Capacity Development and HIV Prevention Officer, Pact Malawi	265 (0) 1 750 570	
Yoas Mvula	Area Programme Manager-Concern Worldwide- Malawi	265 999 941 413	
Maureen Kamanga	Administrative Manager/HR, MSH/Malawi	(265) 1 756 111	
Shalisa Mzungu	Senior Accountant, MSH/Malawi	(265) 1 756 111	

**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.

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