

AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi

June 26 – July 6, 2012

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5 key words:

Malawi
Collaborate
Plan
HRM
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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe and Blantyre, Malawi.
Traveler(s) Name, Role	Ummuro ADANO, Senior Technical Advisor, Capacity Building
Date of travel on Trip	June 26 – July 6, 2012
Purpose of trip	<ol style="list-style-type: none"> 1. Collaborate with local AS-Two team to plan and conduct Human Resource Management (HRM) workshop for nine CSO teams culminating in draft HR manuals for their staff. 2. Visit CAVWOC, one of the CSOs in the Blantyre area. 3. Conduct routine project monitoring including meeting with USAID Malawi
Objectives/Activities/ Deliverables	<ol style="list-style-type: none"> 1. Design and deliver HRM workshop to accomplish the following objectives: <ul style="list-style-type: none"> • Improve understanding of the components of HRM system, their functions, and their interrelated nature. • Develop job descriptions and know how to improve key HRM practices • Develop a framework for developing and/or improving the organization’s human resource management manual. 2. Meet with USAID Malawi to discuss incentives concept paper and funding for PY 2. 3. Visit with CAVWOC to develop a better sense of their programmatic operations and the capacity building needs that they have identified.
Background/Context, if appropriate.	AIDSTAR-Two/Malawi Project has adopted a “demand driven” approach to capacity building and organizational development. To this end, AIDSTAR-Two reviewed applications from several CSOs around the country, and from these chose ten organizations to assist. These organizations, originally known as “cluster two” organizations, are now part of the 14 CSOs that the project is working with to strengthen their organizational capabilities. Nine of these organizations listed HRM as one of the top three most significant challenges in the functioning and development of their organization. Thus a HRM workshop was developed in response to this specific need, with a focus on generating a HR manual for their employees.

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

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Ummuro arrived in Lilongwe on the afternoon of Tuesday June 26 and spent the next couple of days working with AS-Two Malawi staff to finalize the agenda of the HRM workshop, session guides, worksheets, handouts and all necessary materials.

The workshop, held in Blantyre, Malawi (July 2 – 4), targeted two senior members of staff from each of the organizations; HR Managers or any other person(s) with significant day to day involvement (50% or more of time) in the management of people or making important personnel decisions within the organization. Each organization sent two members of staff who attended the workshop with the exception of MAGGA, which sent only one representative. Below is the list of partners that attended:

1. Luntha TV
2. Centre for Alternatives for Victimized Women and other vulnerable Children (CAVWOC)
3. Coalition of Women Living with HIV and AIDS (COWLHA)
4. FOCUS
5. Namwera AIDS Coordinating Committee (NACC)
6. Malawi Network of Religious Persons Living or Affecting by HIV/AIDS (MANERELA+)
7. Malawi Girl Guides Association (MAGGA)
8. Malawi Human Rights Youth Network (MHRYN)
9. Youth net and Counseling (YONECO)

Ummuro also met with Ndasowa Chitule, USAID Activity Manager for AIDSTAR-Two Malawi, to discuss concept paper on incentives for CSOs that was sent to her at the end of May – at her request. She reported that the mission is very keen to go ahead with the idea but looking for additional funding to support it. We have since learnt that the mission has not been able to secure extra funds for this activity.

She also mentioned that the mission has been discussing their general capacity building strategy and how to support local capacity building institutions in future. As such, there is growing interest in the work that AIDSTAR-Two is doing in Malawi, especially on demand-driven capacity building and she would like the team to think about making a presentation to share what they are doing and the approaches we are using to work with the CSOs. They are interested in the process as well as the changes that occur. She said she will send Leonard Nkosi, Project Director for AIDSTAR-Two/Malawi, some dates. We all agreed it would be good to make such a presentation in the next couple of months after we have had a chance to demonstrate some changes within the CSOs in the areas of financial management, HRM, M&E etc.

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

Description of task	Responsible staff	Due date
1. Ensure the CSO teams finalize and share with staff the HRM manuals	Leonard and Patrick	August 4, 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.

Name	Contact info	Home organization	Notes
Ndasowa Chitule	nchitule@usaid.gov	USAID Malawi	
Deputy Board Chair, CAVWOC, Blantyre		Centre for Alternatives for Victimized Women	

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		and Children (CAVWOC)	
Angela, Program Officer		CAVWOC	
Maxwell Kaliati, Program Manager	maxwellkaliati@yahoo.co.uk	CAVWOC	
Tamiwa Chikopa, Finance and Admin Officer	tammiesi@yahoo.com	CAVWOC	
Petros Mkandawire, Program Officer, CAVWOC		CAVWOC	

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
Workshop Report- Human Resource Management Workshop – July 2012	Report on HRM Workshop including several attached handouts	eRoom
Presentations from HRM workshop	All presentations from workshop	