

## AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi

November 7-18, 2011

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5 key words:

Malawi  
Team Building  
Technical  
Orientation  
Capacity

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## AIDSTAR-Two Project Trip Report

### 1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe, Malawi
Traveler(s) Name, Role	Ummuro ADANO, Senior Technical Advisor, Capacity Building Alyson, CLARK, Program Officer
Date of travel on Trip	November 7 – 18, 2011
Purpose of trip	Provide team building, technical orientation and training for AIDSTAR-Two/ Malawi staff and selected local OD consultants.
Objectives/Activities/ Deliverables	<ol style="list-style-type: none"> <li>1. Provide AIDSTAR-Two Malawi staff and select local OD consultants with an in-depth technical orientation on the organizational capacity building process, approaches and appropriate tools to facilitate effective planning and implementation of organizational improvement activities with CSOs in Malawi.</li> <li>2. Conduct an in-depth review of the work plan and PMP for the Malawi CSO Capacity Building Project, and develop a detailed 3 month operational plan.</li> <li>3. Introduce the staff to the full range of MSH HR, programmatic and operational processes that will support their work.</li> <li>4. Discuss supervision, communication with the mission and MSH Arlington VA, reporting.</li> <li>5. Meet with USAID/Malawi.</li> </ol>
Background/Context, if appropriate.	<p>Launched in October 2011, the strategic goal of the AIDSTAR-Two Malawi CSO Capacity Building Project is to contribute to the reduction of the spread of HIV/AIDS by strengthening the technical and managerial capacity of local implementers and enhancing the quality and effectiveness of civil society response to HIV/AIDS in Malawi. This objective is in alignment with all four Goals and priorities in health as articulated in the PEPFAR Partnership Framework (PF) to support implementation of the Malawi national HIV and AIDS response, as well as with the USAID/Malawi Mission Strategy 2009-2012. Specifically, the project will directly contribute to USAID Malawi's <b>Strategic Objective 2 (Increasing Access to Quality Health Services)</b> under <b>IR 2.2 strengthening management, leadership and systems</b>. The project's goal is also aligned with the Cross cutting issues especially <b>Supporting Human and Institutional Capacity Building</b> component.</p> <p>The project works with nine CSOs that are already USAID-primed and providing a range of HIV/AIDS services, and seeks to strengthen their leadership, management, governance capacity and compliance with USG and other donors' financial and reporting requirements. The project is also targeting 10 additional CSOs (to be determined) working in the area of HIV/AIDS advocacy to strengthen their organizational capacity in advocacy, leadership, monitoring and evaluation.</p>

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

The first week (7 – 11 Nov. 2011) was dedicated to technical activities and discussions that served to orient the project staff and a five local OD consultants to the AIDSTAR-Two approach to organizational capacity building for civil society organizations, introduce them to the project’s Capacity Building Knowledge Exchange Network (CBKEN) as well as relevant tools and methodologies. The consultants technical areas of expertise included: advocacy, HR, auditing, financial management, and community Health System Strengthening. All presentations are attached here.

The second week (14-18 Nov. 2011) was devoted to orienting new staff to MSH, the Center for Leadership and Management (CLM) within MSH and the tools and resources housed in the CLM database, conducting leadership exercises, and workplanning. During the week, Alyson and the team created a three month activity timeline (Nov. 2011 – Jan. 2012), researched potential Cluster 2 local HIV/AIDS advocacy organizations, and met with USAID/Malawi and representatives of the Cluster 1 organizations for an introduction to the project.

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

Description of task	Responsible staff	Due date
1. Submit list of potential Cluster 2 organizations to USAID/Malawi.	Leonard and Patrick	Nov. 18
2. Submit 3-month activity timeline	Leonard	Nov. 18
3. Release Cluster 2 Call for Applications	Leonard	Dec. 20
4. Hold Cluster 1 Stakeholder Engagement meeting	AIDSTAR-Two/Malawi	Dec. 12-13, 2012
5. Meet with Cluster 1 organizations	Leonard and Patrick	January 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	Title and Institution	Contact information	Notes
Ndasowa Chitule	HIV/AIDS Specialist; USAID/Malawi	265 1 772 455 ext 5306	
Ritu Singh	HIV Team Lead; USAID/Malawi	265 1 772 455	
Leonard Nkosi	Acting Project Director, AIDSTAR-Two/Malawi	(265) 1 756 111	
Patrick Phoso	Organizational Development Advisor, AIDSTAR-Two/Malawi	265 (0) 1 750 570	
Maureen Kamanga	Administrative Manager/HR, MSH/Malawi	(265) 1 756 111	
Shalisa Mzungu	Senior Accountant, MSH/Malawi	(265) 1 756 111	
Mrs. Jean Nyondo	Organizational Development Consultant	<a href="mailto:jean-nyondo@magintmw.org">jean-nyondo@magintmw.org</a>	
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	Consultant		
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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 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
1. Technical Orientation Agenda	Agenda for 2 week orientation	eRoom
2. Technical Orientation Malawi Nov 2011	Power Point Technical Orientation Slides	eRoom
3. CSOs in Malawi – Phoso	Power Point on the landscape of CSOs in Malawi	eRoom
4. Human Resources Management - Phoso	Power Point on HRM	eRoom
5. HRM Tools and Methodologies – Nkosi	Power Point on specific HRM tools	eRoom
6. Financial Management- Shalisa	Power Point on financial management for CSOs	eRoom
7. AIDSTAR-Two Malawi M&E Overview	Power Point on M&E for CSOs	eRoom
8. MSH Overview Nov 2011	Power Point on MSH (overview of history, mission, and organizational structure)	eRoom
9. CLM Overview Nov 2011	Power Point on the Center for Leadership and Management within MSH (overview of mission and organizational structure)	eRoom
10. Malawi CSO Capacity Building Project activity timeline (Nov – Jan)	Detailed workplan and timeline for AIDSTAR-Two/Malawi activities in Nov. 2011 through Jan. 2012	P drive