AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi **March 14-18, 2013**

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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 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).

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1. Scope of Work:

Destination and Client(s)/ Partner(s)	Lilongwe, Malawi AIDSTAR-Two/Malawi & USAID/Malawi
Traveler(s) Name, Role	Mike Hammes, Director for Finance and Administration, AIDSTAR-Two
Date of travel on Trip	3/14-3/18
Purpose of trip	The primary purpose of the trip was to work with the MSH/Malawi Senior Accountant to prepare and deliver a workshop on Financial Management for Executive Leadership. In addition, the trip provided an opportunity to meet with AIDSTAR-Two Malawi staff to discuss financial issues related to the remainder of the Program Year, and to discuss the budget and other financial considerations for the next Program Year.
Objectives/Activities/ Deliverables	• Co-facilitate a two-day workshop for the executive leadership of 14 local Civil Society Organizations (CSOs) with whom AIDSTAR-Two is working in order to identify, discuss and clarify leadership's roles and responsibilities with respect to financial management. • Conduct a review of the current AIDSTAR-Two/Malawi program year budget in order to reflect pending activities and anticipate spending between May-Sept. 2012. • Lay the groundwork for development of the next year's program budget (Oct. 2012 – Sept. 2013) • Discuss current staffing structure and anticipate any additional staffing needs related to the next program year. • Meet individually with select CSOs (as time permitted) in order to discuss current financial and administrative issues they are facing. • Debrief with USAID.
Background/Context, if appropriate.	The AIDSTAR-Two Malawi CSO Capacity Building Project was launched in October 2011 as an initiative to strengthen the technical and managerial capacity of local CSOs in order to enhance the quality and effectiveness of their response to HIV/AIDS in Malawi. The project works with 14 local CSOs providing a range of HIV/AIDS services and/or working in the areas of HIV/AIDS advocacy, and seeks to strengthen their organizational capacity in leadership, management, governance, advocacy, and monitoring and evaluation. During engagement workshops that AIDSTAR-Two conducted with the CSOs in late March/early April 2012, a number of CSOs identified financial management as an area for improvement. CSO leadership expressed the desire to receive foundational training in the key areas of financial management and leadership's roles and responsibilities in ensuring that their organizations have proper financial management systems in place. In response, AIDSTAR-Two/Malawi requested Mike Hammes, AIDSTAR-Two Director for Finance and Administration, and the MSH/Malawi Senior Accountant to prepare a workshop on financial management targeting the senior leadership (Executive Director, Board Member, and/or senior financial management) of each of the 14 CSOs. A pre-workshop survey was conducted several weeks before the workshop in order to prioritize areas of financial and administrative management that needed to be addressed. Based on the results of the survey as

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	well as discussions with the AIDSTAR-Two Malawi team, objectives for the workshop were set and materials developed.

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

- Delivered a two-day workshop on financial management for executive leadership of 14 CSOs. The specific objectives of the workshop included:

  1. Improve understanding of the role of the Executive Leadership in Financial Management.
  2. Understand how Financial Management and internal controls can help mitigate organizational risks.
  3. Provide a basic understanding of USG rules and regulations and identify additional resources that provide additional information.
  4. Develop a framework for developing and/or improving the organization's Finance and Administrational Manual.

  The workshop covered a number of areas that are fundamental to sound financial management and which were also of interest to the participants in terms of enhancing their understanding of specific areas such as fraud detection. Topics included the role of Governance and Financial Management; Safeguarding Resources – Internal Controls and Managing Risks; Budget & Financial Reports; Donor Compliance and an overview of USG Rules and Regulations; and Key Components of a Finance and Administrative Manual. The workshop was designed both to impart key concepts and information to the audience, and to encourage interactivity among participants so that the CSOs could share their views on ways in which they handle financial management, what they identify as some of the key risk areas, and steps that they can take to minimize the likelihood of fraud and/or errors in their financial and administrative practices.

  Methodology used to deliver the workshop included audiovisual presentations (to explain key concepts) and provision of by handouts and other supplementary, informational materials. During the workshop, participants were broken into groups to work on case exercises that provided practical examples of fraud scenarios, use of financial statements, and application of USG rules and regulations. During Day Two of the workshop, participants utilized the information imparted to assess their current financial and administrative manuals, and conducted a gap analysis to identify areas where their manuals needed to be further developed. Overall the workshop was well received by participants – a summary of participant evaluations is provided in Annex 3 of the Workshop Report attached here.

- Met with the leadership of two CSOs in order to discuss their current financial systems, challenges they face in terms of financial management, and ways in which they can apply what they learned at the workshop.

- Met with AIDSTAR-Two/Malawi team to discuss planning and coordination for upcoming activities. In addition, held discussions with the AIDSTAR-Two/Malawi team and program staff at AIDSTAR-Two home office regarding budget issues pertaining to the remainder of the Program Year; subsequently worked with the MSH/Malawi Senior Accountant to re-budget local costs in light of the recent currency devaluation

- Joined the AIDSTAR-Two/Malawi Project Director and Organizational Capacity Advisor in a meeting with Ndasowa Chitule, Activity Manager for AIDSTAR-Two at USAID/Malawi. The meeting served as an opportunity to update Ndasowa on current activities, debrief her on the Financial Management

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workshop, and discuss next steps for the current and upcoming project years.

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

Description of task	Responsible staff	Due date
Work with CSOs to address gaps in financial and administrative policies and procedures, and assist in the development of organizational finance & administrative manuals.	Shalisa Mzungu and Elwin Sichiola	Ongoing through 9/30/12
Finalize modification of current Program Year budget	Alyson Clark, Leonard Nkosi, Shalisa Mzungu, Mike Hammes	5/31/12
Finalize draft PY2 budget	Alyson Clark, Leonard Nkosi, Shalisa Mzungu, Mike Hammes	6/8/12
Identify framework for providing incentive-based initiatives and possible performance-based financing to CSOs during upcoming Program Year	Ummuro Adano, Alyson Clark, Leonard Nkosi, Mike Hammes	ASAP

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	AIDSTAR-Two Activity Manger; USAID/Malawi	265 1 772 455 ext 5306 Nchitule@usaid.gov	
Leonard Nkosi	Project Director, AIDSTAR-Two/Malawi	(265) 1 756 111 lnkosi@msh.org	
Patrick Phoso	Organizational Development Advisor, AIDSTAR-Two/Malawi	265 (0) 1 750 570 pphoso@msh.org	
Shalisa Mzungu	Senior Accountant, MSH/Malawi	(265) 1 756 111 smzungu@msh.org	
Elwin Sichiola	Organizational Development Consultant	elwinsichiola@yahoo.com	
Sandress Msiska	Executive Director, World Relief		
Zikaneni Takula	Finance and Administration Manager, World Relief		
George Mkandawire	Child Development Coordinator, World Relief		
Atisunge Singogo	Accountant, World Relief		
Ruth Magela	Executive Director, Malawi Girl		

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	Guide Association (MAGGA)		
Mphatso Baluwa	Director of Finance, MAGGA		
Nancy Chideankufa	Director of Programs, MAGGA		

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 – Financial Management for Executive Leadership – May 2012	Workshop Report on Financial Management for Executive Leadership – including workshop presentations	e-Room

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