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**LMG Uganda, Short Term Technical Assistance (STTA) Report of Consultant Andrew Kigozi to  
The Joint Clinical Research Centre (JCRC)**

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Management Sciences for Health

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In collaboration with USAID's Leadership, Management, and Governance Project (LMG), the LMG/Uganda project focuses on building the financial and technical capacity of The African Centre for Global Health and Community Transformation (ACHEST) in order to: better manage international donor funds; increase the availability of knowledge on development to local and regional African NGO's, and; create a searchable database where all documents and files pertaining to ACHEST's work can be easily searched and shared.

Governance, workshop, LMG, Uganda, JCRC

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**REPORT  
ON  
Short Term Technical Assistance on Financial Management  
to  
Joint Clinical Research Centre (JCRC)**

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**Report Period: August 2015**

This report is based on an agreed Scope of Work and the subsequent work plan developed in January 2015 to operationalize the scope of work. The work plan was agreed with JCRC management.

**1.0 Summary of activities implemented from 01 to 31 August 2015 and the related deliverables**

The summary below shows activities implemented and the respective deliverables from each of them.

<b>Activity</b>	<b>Deliverable</b>	<b>Time used</b>
Project management meetings regarding NAV upgrade Tracking status of project through issues report.	<ul style="list-style-type: none"><li>• Input during meetings</li><li>• Brief from meetings</li></ul>	1.0 days
Develop structure for finance training for JCRC program managers part II	<ul style="list-style-type: none"><li>• Draft agenda</li></ul>	0.5 days
Provide input into the EOP report	<ul style="list-style-type: none"><li>• Input into report</li></ul>	0.25 days
Email correspondence, touch base calls, and monthly report on actions performed.	<ul style="list-style-type: none"><li>• Calls</li><li>• Emails</li></ul>	0.25 days

## 2.0 Details of Activities Carried out:

Activity	Achievement	Comments
<p>Project management meetings regarding NAV upgrade</p> <p>Tracking status of project through issues log.</p>	<p>NAV 2013 went Live on 01 July 2015 at JCRC.</p> <p>The project management meetings continued through August attended by JCRC project team, TBL project team and myself, the LMG representative. The minutes of the meetings and the issues document kept track of the discussions. A separate meeting was also held by the JCRC project team and LMG representative with the Chief of Party for THALAS to update him on the progress and immediate plans.</p> <p>TBL submitted a proposal for annual technical services (ATS) and although this activity is part of the approved THALAS work plan, JCRC is considering advertising it so that other software companies can compete for it too. JCRC is disappointed with TBL's pace at resolving issues. By the end of August, many of the procedural steps had been completed but several reports were outstanding. The payroll module has the most outstanding reports.</p> <p>The issues log as at end of August is attached to this report as appendix 1 for details.</p>	<p>TBL continues to work on the issues log but the speed has not been as fast as it was promised. Although TBL has staff on the ground, some of them may not be of the level of skill required to expedite resolution of the issues on the log.</p> <p>However, TBL continues to be committed to their promise to resolve all issues.</p>
<p>Develop structure for finance training for JCRC program managers part II</p>	<p>Following the first part of finance training for program managers, I have developed a structure for the second part which will focus on the interpretation of financial reports from Navision.</p> <p>This is going to be a one day training and shall be facilitated by the Finance Manager and the Chief Accountant.</p> <p>The topics proposed for this training include;</p> <ul style="list-style-type: none"> <li>• Brief overview of part I training and key action points</li> <li>• Account coding</li> <li>• Financial report from Navision</li> <li>• Interpretation of financial reports from Navision</li> </ul>	<p>I shall not be able to co-facilitate the sessions because the training has been overtaken by the LMG contractual time. However, the session descriptions are detailed enough to ease the burden of developing training materials for the Finance Manager and the Chief Accountant.</p>
<p>Provide input into the EOP report</p>	<p>I reviewed the EOP report and provided input on some of the areas for example, on internal audit operations, on effective finance information management system, and the audited overhead rate</p>	<p>LMG support to JCRC ended on 31 August 2015.</p>