

Management Sciences for Health LMG Ethiopia; Trip Report – Asta Petkeviciute (February 18 – March 1, 2013)

Asta Petkeviciute, Deputy Portfolio Director, Financial Management

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The Leadership, Management and Governance Project (LMG) is a United States Agency for International Development (USAID) five-year Cooperative Agreement, designed to strengthen and expand the people-centered capacity building strategy pioneered under the Leadership, Management and Sustainability (LMS) Project, LMG's successor project. The LMG Project's objective is to support health systems strengthening by addressing the gap in leadership, management and governance capacity of policy makers, health care providers and program managers to implement quality health services at all levels of the health system. Governance functions – distinct from leadership and management functions – are an important focus of LMG because they provide the ultimate commitment to improving service delivery, and foster sustainability through accountability, engagement, transparency and stewardship.

Leadership, Management, Governance, Health Systems Strengthening, Ethiopia, Africa

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1. Scope of Work:

Dates of Travel	February 18 th through March 1 st , 2013
Traveler's Name and Role on Trip	Asta Petkeviciute, Deputy Portfolio Director, Financial Management
Other Travelers and their Roles on trip	
Destination and Client / Partner	Ethiopia
Activities/ Deliverables	<ul style="list-style-type: none"> • Learn from COMU and other projects' staff about their cost share efforts and the tools used to assure we maintain consistency across the projects; • Provide a quick cost share overview for relevant LMG Ethiopia staff members and together with LMG Ethiopia team conduct a scanning exercise to rapidly identify and prioritize possible cost share sources. • Provide support to staff in planning and initial costing of cost share opportunities. • Orient newly hired finance manager to LMG project budget, financial monitoring tools, financial reporting requirements and procedures. Identify the model of support from the Home Office. • Orient newly hired finance manager in MSH financial software (NAVIGATOR) and reporting capabilities • Review together with LMG Ethiopia team present project coding system and identify any changes which would help better meet PEPFAR reporting requirements • Support LMG Ethiopia team as necessary in regards to subcontract management needs. • Provide support LMG Ethiopia team in any additional requests.

2. Major Trip Accomplishments:

- LMG Ethiopia cost share plan has been developed, but at the same time LMG Ethiopia team has a better understanding on what cost share is and how one would develop, assess and document cost share opportunities
- A review session has been done to review with LMG Ethiopia team the basic contractual requirements for LMG Ethiopia and how it impacts daily project activities
- A review session has also been done to review with the full team the overall financial situation of LMG Ethiopia and how it is related to the project codes;
- Together with project director and finance director we revised LMG Ethiopia coding system to better connect with the latest PEPFAR reporting requirements;
- A number of orientation sessions have been completed to assure that newly hired finance manager has a good understanding of LMG project budget, financial monitoring tools, financial reporting requirements and procedures. Orientation into NAVIGATOR has also been completed.

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- FinMAT review session has also taken place to remind the staff about the financial management assessment tool and its usability
- A review session has also been completed to share the latest US government audit findings and how MSH systems are addressing those gaps.
- Participated in 1 day of Leadership and Management Program Implementation in Jima to observe team capacity to train the ministry officials
- In consultation with AMREF we have also been able to complete the budget for LMG Ethiopia AMREF related work which was later incorporated into their final agreement.

3. Relationship of TDY Accomplishments to Broader LMG Results and Outcomes:

This TDY improved broader knowledge of LMG staff in Ethiopia regarding the contractual and financial project requirements. This trip also helped to review and finalize cost share plans which will help LMG to meet its cost share requirements.

4. Lessons Learned / Key Insights:

LMG team in Ethiopia is very strong and work collaboratively. They are also well linked with other MSH projects and overall MSH operational platform. They also have a good understanding on what cost share means, and they just need to be more proactive in linking with non USG projects better as cost share opportunities come up. And to make sure this aspect is addressed, a specific plan has been developed.

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

Description of task	Responsible staff	Due date
Team will review and finalize the cost share plan	Yared Ketema	03/15/2013
Regular touchbases to be set up with COMU staff to assure project team is updated on all operational aspects regularly	Yared Ketema	Ongoing

5. Contacts: List key individuals contacted during your trip, including the contacts' organization, all contact information, and brief notes on interactions with the person.

Name	Home organization	Notes
Kristen Steljes	Hewlett Packard Foundation	Opportunities for collaboration and possible cost sharing have been discussed
Jemal Mohamed	MSH, LMG Ethiopia Project Director	
Yared Ketema	MSH, LMG Ethiopia Finance	

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	and Administration Manager	
Gail Amare	MSH, Country Operations Management Unit (COMU) Director	Operational and administrative opportunities for change and obstacles have been discussed as well as how these teams collaborate
Negussu Mekonen	MSH, Country Representative	He has been briefed on different aspects of my trip and cost share opportunities for MSH

6. Description of Relevant Documents / Addendums: Give the document's file name, a brief description of the relevant document's value to other CLM/LMG 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
 LMG ET cost share plan.xlsx	Detailed initial cost share plan for LMG ET	TBD
 Latest examples of USG audit findings.pp	Examples of latest audit findings by USG	TBD
 Cost Share 101.ppt	Basic cost share principles and summary of roles in documenting it	TBD
 FinMAT_May 2012.ppt	Review of Financial Management Assessment Tool	TBD
 Contracts & FM & Cost Share Workshop	Agenda for the cost share workshop	TBD
 LMG_Cooperative_Agreement_Reading.ppt	Review of LMG contractual agreement	TBD

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& GOVERNANCE PROJECT**
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 Financial Management - LMG E	Review of LMG Ethiopia finances	TBD
 LMG Ethiopia Coding Chart.pdf	Revised coding sheet for LMG Ethiopia project	TBD