

AIDSTAR-Two Project Trip Report – Haiti 09/20/10

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5 key words:

HES OVC, OVC TWG, Haiti, Workshop, USAID staff

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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, 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).

AIDSTAR-Two Project Trip Report

1. Scope of Work:

| | |
|---------------------------------------|--|
| Destination and Client(s)/ Partner(s) | Port-au-Prince, Haiti USAID/Haiti OVC Focal Point, Desinor Olbeg and Tamika Allen |
| Traveler(s) Name, Role | Cardno staff unless otherwise noted: Charlene McKoin, Sr. Technical Advisor, Team Lead John Fay, Senior Manager, Inventory Leslie Flinn, Sr. Technical Advisor / Workshop Lead Jason Wolfe (USAID/EGAT), Inventory and Strategy |
| Date of travel on Trip | September 20th – October 7th |
| Purpose of trip | Conduct inventory (through interviews and site visits) on in-country activities related to household economic strengthening and orphans and vulnerable children. Develop strategic recommendations for increasing HES OVC programming in Haiti. Conduct one-day workshop for USAID staff, implementing partners, international agencies and global and local NGOs on key issues in HES for OVC in Haiti. |
| Objectives/Activities/ Deliverables | See above. Deliverables include: Inventory and Strategic Recommendations Report, Workshop Materials |
| Background/Context, if appropriate. | Aidstar-Two is working closely with the OVC TWG to strengthen the capacity of mission staff to design, manage and evaluate HES activities targeted at OVC. This activity is one of four in-country assignments following a capacity building workshop for USAID mission health officers and implementing agencies held in February 2010. |

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

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| Completed interviews with 20-25 interviews with USAID and USG staff, other international agencies, international and local NGOs. |
| Facilitated one-day capacity building workshop (agenda and participant list attached per Section 5 below) |
| Developed initial strategy recommendations – to be finalized in deliverable |
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| |

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

| Description of task | Responsible staff | Due date |
|---------------------------------------|-------------------|----------|
| Finalize and submit draft report | Leslie Flinn | 10/25/10 |
| Finalize and disseminate final report | Casey Santiago | 11/22/10 |
| Present activity at COTR meeting | Leslie Flinn | 11/3/10 |
| | | |

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 | Contact info | Home organization | Notes |
|----------------|-------------------|---|-----------|
| Shannon Rogers | srogers@usaid.gov | Program Manager, USAID/Haiti, Security, Peace and | Interview |

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| | | Economic Growth | |
| Carleene Dei | cdei@usaid.gov | Mission Director USAID/Haiti | Briefing meeting |
| Tony Chang | achan@usaid.gov | Deputy Director USAID/Haiti | Briefing meeting |
| Stephanie Fields | sfields@usaid.gov | Protection Program Officer USAID/Haiti | Briefing meeting |
| Olbeg Desinor | odesinor@usaid.gov | Health, OVC Focal Point, USAID/Haiti | Briefing meeting, interview, debrief, main technical contact |
| Tamika Allen | taallen@usaid.gov | Health/ Child Protections USAID/Haiti | Briefing meeting, interview, debrief, main contact |
| Julee Allen | jeallen@usaid.gov | Education Team Leader, USAID/Haiti | Briefing meeting and interview |
| Carrell Laurent | claurenthaiti@usaid.gov | Food for Peace Program Manager, USAID FSHA | Interview |
| Mare Josee LaForest | mлаforest@usaid.gov | Humanitarian Assistance Officer, USAID FSHA | Interview |
| Regina Dennis | rdennis@usaid.gov | FFP Disaster Manager, USAID FSHA | Interview |
| Victor Legros | vlegros@usaid.gov | USAID FSHA | Interview |
| Hubert Sylney | hsylney@usaid.gov | USAID Haiti/Policy Coordination and Program Support Office | Interview |
| Christina Torsein | ctorsein@unicef.org | Child Protection Specialist, UNICEF | Interview |
| Silvia Danailov | sdanailov@unicef.org | Senior Recovery Adviser, UNICEF | Interview |
| Tham Truong | ttruong@usaid.gov | Acting Economic Growth Director USAID/Haiti | Interview |
| Isaac Michel | imichel@usaid.gov | USAID/Haiti Economic Growth | Interview |
| Brian Oakes | boakes@ht.mercycorps.org | Country Director Mercy Corps | Interview |
| Dr. Marie Marcelle Deschamps | +509 2513-3378 | Director, Ghiesko | Interview |
| Ellen Powell | +509-2246-7381 | Child Protection Program Manager, CRS | Interview |
| Jude Jacotin | jjacotin@ht.crs.org | Micro Finance Program Manager, CRS | Interview |
| Hermione | hcherubin@crshaiti.org | Social Assistance | Interview |

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|---|------------------------|---|-----------|
| Cherubin | | Program Manager, CRS | |
| Myrelene Chrysostone | mchrysostome@usaid.gov | Natural Resources & Environment Manager, USAID economic growth | Interview |
| Antonio Cruciani | cruciani@ilo.org, | ILO Coordinator for the Reconstruction in Haiti, ILO | Interview |
| Jaime Arevalo | g2socpol@ilo.org, | Social Security Actuary , ILO | Interview |
| Alejandro Bonilla Garcia | bonilla@ilo.org | Coordinator of Social Protection, ILO | Interview |
| **Additional individuals contacted include Workshop Participants, and are listed (with contact info and organization) on the Participant List (see 5. below) | | | |

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 |
|--|---|------------------|
| Haiti HES OVC Workshop Evaluations 10052010 | Scanned evaluations from one-day workshop | |
| Haiti HES OVC Workshop Agenda 10052010 | Workshop Agenda | |
| Haiti HES OVC Workshop Participant List 10052010 | Participant List | |
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