

AIDSTAR-Two Project Trip Report – Honduras 06/07/10

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5 key words:

Grants Management System, procedures, AIDSTAR – Two, local consultant, USAID regulations

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AIDSTAR-Two Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Tegucigalpa, Honduras
Traveler(s) Name, Role	Peter P. Mahoney, Senior Contracts Officer
Date of travel on Trip	06/07/10 - 06/12/10
Purpose of trip	<ol style="list-style-type: none"> 1. Facilitate training on MSH's processes and procedures for contracting local consultants in order to delegate this responsibility to the local AIDSTAR-Two finance and administrative team. 2. Review grants management system to identify areas for improvement and provide TA to address and inefficiencies identified. 3. Provide technical input on the small grants RFP to be issued in July 2010. 4. Debrief meeting with USAID/Honduras.
Objectives/Activities/ Deliverables	Delegate local consultant rate negotiation to field office AIDSTAR-Two Honduras.
Background/Context, if appropriate	

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

<ul style="list-style-type: none"> • Provided training to local administrative and finance staff in USAID regulations, types and function of various contracting instruments, procurement policies and procedures, and consultant rate negotiation policies and procedures.
<ul style="list-style-type: none"> • Trained technical staff on their roles and responsibilities in consultant engagement process. Identified responsibilities that local office needs to assign.
<ul style="list-style-type: none"> • Spot-checked grant financial and technical files. Files were in good order
<ul style="list-style-type: none"> • Made PBF presentation to USAID. USAID COTR showed much interest and asked for additional information.
<ul style="list-style-type: none"> • Assisted COP in analyzing next round of financing for local organizations, identifying options and next steps.

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

Description of task	Responsible staff	Due date
Creation of local office SOP for consultant engagement.	Maria Elena Ramirez	06/18/10
Provide follow-up information to USAID Honduras on PBF	Peter P Mahoney	06/22/10
Follow-up with AIDSTAR-Two CO about grants ceiling	Peter P. Mahoney	06/18/10
Begin oversight phase of consultant rate negotiation delegation	Mahoney/Ramirez	Ongoing

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

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Name	Title and Institution	Contact information	Notes
Dr. Ritza Avilez	USAID HIV/AIDS Project Management Specialist	(504)236-9320 X4360 ravilez@usaid.gov	Reported on trip, presented pbf options

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
AIDSTAR II Contract at a Glance.ppt	Basic information about AIDSTAR-Two IQC & TO	e-Room
The Acquisition Process.ppt	Presentation on procurement cycle	e-Room
Regulations.ppt	Overview of A-122	e-Room
22 cfr 226.ppt	Overview of regulations	e-Room
Consultant rate negotiation – June 2008.ppt	Overview of MSH consultant rate negotiation SOP	e-Room
USAID PBF.ppt	Presentation to USAID re PBF	e-Room