

Trip Report: Miho Sato

Ethiopia HIV/AIDS Care and Support Project
July 15 – August 2, 2008

This report was made possible through support provided by the US Agency for International Development, under the terms of Contract No. 663-C-00-07-00408-00. The opinions expressed herein are those of the author(s) and do not necessarily reflect the views of the US Agency for International Development.

HIV/AIDS Care and Support Program (HCSP)
Management Sciences for Health
784 Memorial Drive
Cambridge, MA 02139
Telephone: (617) 250-9500
www.msh.org

Ethiopia HIV/AIDS Care and Support (HCSP) Project Trip Report

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Addis Ababa, Ethiopia
Traveler(s) Name, Role	Miho Sato, Senior Technical Officer
Date of travel on Trip	July 15 to August 2
Purpose of trip	To support Gender and NGO Capacity Building team
Objectives/Activities/ Deliverables	<p>Scope of Work:</p> <ul style="list-style-type: none"> • Support PBC contractor awarded to develop work plan, timeframe and deliverables • Provide TA to PC3 partner proposals and work with M&E to agree on deliverables and reporting systems • Support documentation and report on the PBC process (lessons learnt) and plans for future HCSP PBC's for NGO's • Finalize gender modules for HCSP for different training • Evaluate three-month activity plan of DOH and develop one-year work plan for DOH • Conduct capacity assessment of DOH for one-year work plan using MOST tools • Review and provide TA for HAPSCO proposal and work on deliverables and timeframe
Background/Context, if appropriate.	This is Sato's second assignment to Ethiopia under the HCSP. During the last visit, she reviewed NGO proposals for PBC and developed gender modules for training.

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

SOW	Accomplishments
<ul style="list-style-type: none"> • Support PBC contractor awarded to develop work plan, timeframe and deliverables 	<ul style="list-style-type: none"> • Provided TA to NNPWE to walk through HCSP workplan template • Created a table with HCSP 13 deliverables and indicators for Results 1 through 4 to highlight the ones that PBC NGOs will fill out their targets • Listed out the health facilities that have linkages with DHE, PBC NGOs, and HAPCSO per region • Provided comments on the first draft submitted by NNPWE • The workplan template for REST was sent to HCSP Regional Health Advisor for Tigray Region for his review and comments
<ul style="list-style-type: none"> • Provide TA to PC3 partner proposals and work with M&E to agree on deliverables and reporting systems 	[Prior to my arrival, the team has decided not to pursue with PC3 partners]
<ul style="list-style-type: none"> • Support documentation and report on the PBC process (lessons learnt) and plans for future HCSP PBC's for NGO's 	<ul style="list-style-type: none"> • Recommendations submitted to Team Leader for Gender and NGO Capacity Building
<ul style="list-style-type: none"> • Finalize gender modules for HCSP for different training 	<ul style="list-style-type: none"> • Additional gender exercises were compiled and submitted to the Team Leader for Gender and NGO Capacity Building
<ul style="list-style-type: none"> • Evaluate three-month activity plan of Dawn of 	<ul style="list-style-type: none"> • Conducted interviews with HCSP team as well as

Ethiopia HIV/AIDS Care and Support (HCSP) Project Trip Report

Hope and develop their one-year work plan	DHE home office staff. <ul style="list-style-type: none"> Draft evaluation report submitted to the Team Leader for Gender and NGO Capacity Building
<ul style="list-style-type: none"> Conduct capacity assessment of DOH for one-year work plan using MOST tools 	[Capacity assessment was conducted by Getachew Kassaye & Co., and their recommendations have been implemented at DHE.]
<ul style="list-style-type: none"> Review and provide TA for HAPCSO proposal and work on deliverables and timeframe 	<ul style="list-style-type: none"> Met with HAPCSO to have specific information that was not clearly indicated in the proposal. Guided HAPCSO to prepare the workplan according to HCSP format with timeline and deliverable Provided comments to the first draft workplan that HAPCSO has submitted
<ul style="list-style-type: none"> Any other activities outside of the SOW 	<ul style="list-style-type: none"> Compiled reference/resource materials/tools that would be useful to the team Assisted in identifying potential case studies Facilitated the Gender and NGO Capacity Building team as well as DHE home office team to have the vision at the end of the HCSP

3. Next steps: Key actions to continue and/or complete work from trip. Description of task (recommendations)	Responsible staff	Due date
<ul style="list-style-type: none"> NNPWE: Meet with them to review the first draft that they submitted 	Belkis	
<ul style="list-style-type: none"> REST: Walk them through the workplan template and fill it out 	Belkis	
<ul style="list-style-type: none"> HAPCSO: Meet with them to review the first draft that they submitted. Clarify their SOW. 	Belkis	
<ul style="list-style-type: none"> DHE: HCSP Regional M&E Advisors to conduct evaluation of the performance of DHE's past four months' activities in the region to complete the evaluation 	Belkis	
<ul style="list-style-type: none"> DHE: After 7 August deadline, HCSP to review whether DHE has institutionalized all the recommendations made by the auditor. 	Belkis	
<ul style="list-style-type: none"> Clear reporting line and indicators of NGOs that are aligned with HCSP/GOE format and system 	Belkis/M&E Advisor	
<ul style="list-style-type: none"> Negotiate and finalize contract with each organization 	Belkis and Judy	

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
Dr. Belkis Giorgis	Team Leader for Gender and NGO Capacity Building	HCSP	
Ms. Selamawit Mussie	NGO Program Coordinator	HCSP	
Sister Tibebe Maco	Executive Director	HAPCSO	0911248569 hapcso@ethionet.et
Ato Moges Jemaneh	Asst. Program Manager	HAPCSO	0916 822882 mojer93@yahoo.com

Ethiopia HIV/AIDS Care and Support (HCSP) Project Trip Report

Name	Contact info	Home organization	Notes
Mr.Matiious Tadesse	M&E Officer	HAPCSO	
Ms. Hereni Melesse	Program Manager	National Network of Positive Women of Ethiopia (NNPWE)	napwomeneth@ethionet.et 0913 06 28 90
Mr. Eyelacheul Etsub	Project Officer	NNPWE	0911 12 22 17
Mr. Teshager Shiferaw	Program Manager	Dawn of Hope Ethiopia (DHE)	
Mr. Alemnew Abebe	IEC Manager	DHE	
Mr. Hulu Behailu	Project Officer	DHE	

5. Description of Relevant Documents / Addendums: Give the document's file name, a brief description of the document's value to other Ethiopia HCSP and/or MSH staff. 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
Draft NNPWE Workplan		All documents created during this assignment have been shared with HCSP Gender and NGO Capacity Building Team
Draft REST Workplan		
Draft DHE Workplan		
List of HCSP Health Centers with linkages to PBC NGOs	List of HCSP health centers showing the linkages with PBC NGOs.	
Recommendations to PBC process	Comments and recommendations to PBC process	
Gender and HIV exercises	Exercises that can be used in different training activities to raise awareness of gender roles and its implications to HIV/AIDS treatment, care, and support	