

Trip Report: A. Fredrick Hartman

Ethiopia HIV/AIDS Care and Support Project
July 7-23, 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 Template

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Ethiopia HIV/AIDS Care and Support Program, Addis Ababa
Traveler(s) Name, Role	A. Frederick Hartman MD MPH, Country Team Leader, Ethiopia
Date of travel on Trip	July 7-23, 2008
Purpose of trip	Participate in the Annual Review Meeting, regional planning workshop, progress review meetings with USAID, FFSDP field test, and financial reviews and budget development
Objectives/Activities/ Deliverables	1. Attend Annual Review Meeting, participate in other USAID progress review meetings. 2. Review databases and PMP end of PY 1, assist with annual report. 3. Meet with HCSP team on national and regional work plans, assist team to address challenges and problem areas identified in review meetings. 4. Participate in quality improvement activities 5. Participate in budget analyses and development as requested by USAID.
Background/Context, if appropriate.	The HCSP has just concluded PY 1, multiple reviews of progress, work plan development, and budget adjustment are underway. Annual Review Meeting held on July 8, feedback from USAID anticipated.

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

1. Annual Review Meeting successfully completed, good support shown by the MOH and USAID. Results show that that the HCSP has successfully achieved 12 of the 13 contracted indicators. Annex 1 is the presentation provided by the COP regarding PY 1 achievements and challenges.
2. The three day regional work planning workshop was an excellent opportunity for us to review progress in each region and develop region-specific work plans reflecting PY 2 targets and the national work plan, which has been submitted to USAID for review, comment, and, ultimate approval.
3. A 2 hour progress review meeting was held with USAID on July 14, where MSH was given a letter of Technical Direction. This is attached as Annex 2, along with the minutes of the meeting. At this meeting, specific technical direction was provided in 4 key areas: 1) home-based care and palliation services. 2) Laboratory improvements 3) public-sector performance-based financing 4) Incorporation of ANC/PMTCT services into existing comprehensive HIV/AIDS services. Furthermore, we were directed to develop a budget for these new and existing HCSP activities that does not exceed the previously approved 3 year base contract budget. Much of my time since then has been devoted to working with the team, including attending the mentors workshop and further discussions with USAID technical staff, to implement the technical directives and develop new work plans for these components, and with the home office Contract Grant Administration (CGA) staff to develop the new budget.
4. Draft 1 of the Annual Report completed, including an updated PMP, and technical editing and review is underway. Deadline for submission is July 30.
5. A field visit to Araba Health Center was completed with FFSDP team to complete the second evaluation of the quality improvement tool. Annex 3 is a copy of the results of this visit showing some impressive improvements in a matter of months. The staff in the health center were very please with the tool and the results, telling us we are the first partner to move past assessments into problem solving. The clinical mentor felt the tool improved his effectiveness and made his work easier. The FFSDP team is currently collecting and analyzing the results of all 30 health centers involved in the field test, and the early results reflect what is seen in Araba Health Center.
6. Meetings held with sub-contractors, Save/US and Intahealth, to improve our collaborative efforts and incorporate the technical directives into the sub-contracts, including the substantial budget implications.
7. Meetings held with SPS/SCMS staff to improve synergistic efforts in logistics and laboratory support.
8. Meetings held with senior technical team of HCSP to develop plans for the four technical areas identified in the letter of technical direction, with the following results:

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

- NGO capacity building team is meeting with HAPSCO to define the SOW and budget for a sub-contact.
 - The Laboratory Capacity Building team met with SCMS to address supplies of reagents and develop plans for strengthening labs at the regional level; need for regional lab advisors (5)
 - Recruitment efforts will begin for the expat Health Economist; 3 previous recruitment efforts have failed to identify a candidate who meets the criteria, will reopen.
 - Discussions with the sub-contractors, and further technical meetings, to develop a work plan for transitioning current ANC/PMTCT sites the HCSP, and expand ANC/PMTCT services to additional HCSP sites.
9. Initial meetings held with sr. management team to develop a work plan to prepare for the forthcoming series of evaluations. This will be a continuous process (at least weekly) through out the next quarter.
10. Out-brief with USAID held on July 22 to discuss this report and recommendations..

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

Description of task	Responsible staff	Due date
1. Annual Review Meeting report prepared, reviewed and edited	Communications	July 30, 2008
2. Regional work plans to be finalized	RHAs	July 31, 2008
3. Technical Directives to be implemented/new budget developed and submitted	COP/CTL/MSH CGA	July 31, 2008
4. Annual Report finalized and submitted to USAID	COP/Communications/M&E	July 31, 2008
5. Complete collection and analysis of FFSDP field test in 30 health centers, write report, present to USAID and FHAPCO.	FFSDP team/HSS	August 7, 2008
6. Revisions of sub-contractors SOW and budgets will be required as a result of the technical directive	CTL/CGA	TBD after comments by USAID
7. Logistics and laboratory improvement plan for health centers to be jointly developed by HCSP/SPS/SCMS	COPs of HCSP/SPS/SCMS	July 31, 2008
8. HCSP planning team to develop transition plan for PMTCT services from IntraHealth	Prog. Integration/PMTCT advisor/IntraHealth	July 31, 2008
9. Sr. technical/management team to develop evaluation plan and meet regularly to address challenges and address the forthcoming evaluations	COP	August 31, 2008

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
Melissa Jones	mejones@usaid.gov	USAID: HIV/AIDS Team Leader	
Cynthia Schartzner	cschartzer@usaid.gov	USAID: HCSP CO	
Abeje Zegaye	azegaye@usaid.gov	USAID: HCSP CTO	
Brad Corner	bcorner@usaid.gov	USAID: Health Finance TA	
Dr. Kebede Woku		State Minister of Health	

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

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

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
Ethiopia HIV/AIDS Care and Support Annual Report and PMP	Contract Delivaerable	In process—delivered on or before July 30, 2008

FFSDP second round assessment VS first round, Arada Health center, July 2008

