

Trip Report: Yen Y. Lim

Ethiopia HIV/AIDS Care and Support Project
October 26 – November 2, 2007

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

1. Scope of Work:

Destination and Client(s)/ Partner(s)	Addis Ababa. Clients: Project staff and subs such as SAVE, Intrahealth, Dawn of Hope and EIFDDA
Traveler(s) Name, Role	Yen Y. Lim to provide the technical assistance of a Senior Contract Officer
Date of travel on Trip	October 26 – November 2, 2007
Purpose of trip	<ol style="list-style-type: none"> (1) <i>Participate in Project Team Orientation Meeting</i> (2) <i>Conduct contract reading for project staff</i> (3) <i>Provide compliance training to project staff</i> (4) <i>Provide specific contract requirements and contract management training to COP, the local Contracts staff and other selected staff</i> (5) <i>Others as requested on an ad hoc basis by any project team member</i>
Objectives/Activities/ Deliverables	Please see MOE.
Background/Context, if appropriate.	

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

During team orientation, Yen presented and participated in the Team Orientation workshop. Yen conducted a contract reading, and created and/or presented sessions on Performance Based Contracting (PBC) and Procurement Integrity/Organizational Conflict of Interest (including Anti-Kickback and Whistle blowing).

For orientating the new expatriate Senior Contract Manager (SCM), Yen briefed her on the team and USAID staff composition, some of the history and context needed to understanding the partnering with the subcontractors during the proposal stage, as well as the PBC design and approach and issues of requests pending approval with USAID. Yen also shared responsibility for responding to questions from the 2 local HCSP contract staff with the SCM. In addition, Yen and the SCM discussed strategies on how to deal with being over the estimated year 1 budget and other issues.

For contract compliance, Yen conducted a contract clauses reading of the following clauses for OneMSH Finance, HR, Operations and Procurement staff in addition to the COP, the Deputy COP, the PSO and the 2 HCSP local contract staff: Gratuities, Covenant Against Contingent Fees, Restrictions on Subcontractor Sales to the Government, Anti-Kickback Procedures, Cancellation, Rescission and Recovery of Funds for Illegal or Improper Activity, Price or Fee Adjustment for Illegal or Improper Activity, Limitation on Payments to Influence Certain Federal Transactions, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment and Restrictions on Certain Foreign Purchases. In addition, Yen conducted an Intellectual Property presentation for all technical staff of the SCMS, RPM Plus and HCSP staff. She also conducted the standard a procurement integrity/organizational conflict of interest session for about 8-10 RPM Plus local new hires.

In terms of providing assistance on the PBC program, Yen helped edit the PBC pre-design document for both the private and public sectors that was submitted to USAID. Yen also consulted the SAVE's Deputy Country Director for his knowledge of local NGOs, their capacity to implement PBC contracts etc. Yen also helped train the 2 local project staff on contractual issues especially related to issuing RFPs, required due diligence checks on a subcontractor prior to award and how to issue local subcontracts. These were areas of expertise they needed to help implement the private sector PBC program as well as the MOUs required to bring some cost efficiency to implementation of project activities.

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Yen also facilitated meetings with a subcontractor, IntraHealth, to bring about agreement on roles, scope of work, performance standards and budgetary constraints.

Lastly, Yen assisted in dealing with issues regarding a non-performing local staff and other project issues.

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

Description of task	Responsible staff	Status
Submit a branding plan	COP, PSL, CKE	As of 12/10/07, already submitted
Work with IntraHealth to bring down budget	COP, PSL, PSO, etc.	As of 12/10/07, still on-going.
Work with IntraHealth to submit candidate for Treatment Team Leader	COP, PSL, PSO, etc	As of 12/10/07, submitted
Revise RFP for Private Sector PBC Program	COP, PSL, PSO, etc	As of 12/10/07, finalized

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
Maureen Corbett	mcorbett@intrahealth.org	IntraHealth/NC	
Sara Stratton		IntraHealth/NC	
Marc Nosbach	mnosbach@savechildren.org.et	SAVE/Ethiopia	

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
All documents are already with HCSP		