AIDSTAR-Two Project Trip Report

AIDSTAR-Two Project Trip Report – Malawi   **March 25 – April 13, 2012**

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5 key words:

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AIDSTAR-Two
Management Sciences for Health
4301 N. Fairfax Drive
Arlington, VA 22203
Telephone: (703) 524-6575
www.msh.org

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1. **Scope of Work:**	

Destination and Client(s)/ Partner(s)	Lilongwe, Malawi AIDSTAR-Two/Malawi & USAID/Malawi
Traveler(s) Name, Role	Sarah Johnson, Project Director, AIDSTAR-Two Alyson Clark, Senior Program Officer, AIDSTAR-Two
Date of travel on Trip	3/25 – 4/6/12 (Sarah); 3/25 – 4/13/12 (Alyson)
Purpose of trip	Sarah and Alyson traveled to Lilongwe to provide technical assistance to the AIDSTAR-Two/Malawi staff in the planning and delivery of the CSO engagement workshops, to meet with partner organizations and USAID Malawi, to provide TOTs for project staff and consultants, and to conduct other project management tasks listed below.
Objectives/Activities/ Deliverables	• Prepare for and assist in the delivery of the re-alignment meeting and two engagement meetings with 3 USAID prime organizations (originally referred to as "cluster 1"), 4 of their subcontractors, and the 10 organizations who submitted concept notes and were selected to receive technical assistance from AIDSTAR-Two (originally referred to as "cluster 2"). • Conduct site visits to two CSOs, meet with leadership team and staff at these sites and visit community to observe project activities. • Prepare Memorandums of Understanding for each of the 14 CSO partners and 3 prime partners. • Draft capacity building technical assistance site visit protocol to be used by Project staff during initial site visits. • Revised activity timeline. • Assist project team in generating master TA plan for 14 CSOs. • Lead a one-day TOT (Training of Trainers) for AIDSTAR-Two Malawi and six local OD consultants on the topic of Effective CSO Governance for AIDSTAR-Two Malawi and six local OD consultants. • Review PMP and track progress against targets and results. • Participate in interviews of potential candidates for post of new Project Specialist. • Debrief with USAID/Malawi in and outbound. • Discuss overall OD approaches, tools, etc.
Background/Context, if appropriate.	Launched in October 2011, the strategic goal of the AIDSTAR-Two Malawi CSO Capacity Building Project is to contribute to the reduction of the spread of HIV/AIDS by strengthening the technical and managerial capacity of local CSOs and enhancing the quality and effectiveness of civil society response to HIV/AIDS in Malawi. The project works with 14 local CSOs providing a range of HIV/AIDS services and/or are working in the areas of HIV/AIDS advocacy, and seeks to strengthen their organizational capacity in leadership, management, governance, advocacy, and monitoring and evaluation (among other areas).

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

(March 26 – April 7, 2012)
With the AIDSTAR-Two/Malawi team, Sarah and Alyson
- Planned and facilitated, with the Malawi team, the re-alignment meeting with prime organizations (Mar 27), engagement meeting with subcontractors of prime organizations (Mar 27-28), and engagement meeting with 10 new partner organizations (April 2-3) (See attached workshop reports)
- Conducted site visits and met with leadership team and staff at Luntha TV (Balaka) and Namwera AIDS Coordinating Committee (NACC) and a community-based organization that works with NACC in Mangochi
- Developed Memorandums of Understanding for each of the 14 partners organizations and 3 prime partners (see attached template)
- Held Operations meetings regarding inoperable vehicles given to AIDSTAR-Two by Pact through USAID Malawi and next steps (i.e. auctioning one and using the proceeds to repair the other).
- Drafted the capacity building technical assistance site visit protocol to be used by Project staff during initial site visits.
- Refined the activity timeline.
- Designed and led a one-day TOT (Training of Trainers) on the topic of Effective CSO Governance for AIDSTAR-Two Malawi and six local OD consultants. (powerpoint attached here)
- Conducted other technical conversations with team on approaches and tools.
- Met with the USAID mission (Kate Vorley and Karolyn Kuo).

(April 8 – 13, 2012)
With the AIDSTAR-Two/Malawi team, Alyson
- Developed the organizational profile template.
- Assisted with writing up engagement meeting proceedings.
- Held planning meetings around the production schedule for the Quarterly Report.
- Finalized the site visit protocol.
- Conducted VLDP familiarization sessions.
- Met with Sr. Accountant regarding modifications to the project budget.
- Conducted interviews for the position of M&E Advisor and Project Specialist with OD Advisor.
- Reviewed the project PMP with team.
- Met with Ndasowa Chitule, Activity Manger for AIDSTAR-Two at USAID/Malawi on Friday, 6 April, to discuss project progress, operations issues, and next steps for this project year and next.

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

Description of task	Responsible staff	Due date
Send Ndasowa at USAID Malawi the following: ○ revised workplan that was submitted on March 1 to Kate Vorley which included the revised scope of work, type of organizations AIDSTAR-Two is working with, the definition of a "local" organization, a table of the organizations the project works with and the different methods of providing technical assistance. ○ the updated AIDSTAR-Two global fact sheet ○ the Malawi Q&A sheet provided to all partners organizations during the engagement workshops ○ the MOU templates sent to all organizations working with the Project ○ zip file of the applications of the 14 organizations which were extensively reviewed during the Review Panel Meeting on Feb. 9.	Alyson	4/17/12
Grant Ndasowa VLDP guest access	Nina, Alyson	4/17/12
Edit both workshop reports	Alyson	4/18/12
Meeting with Mike to discuss upcoming TDY and financial management workshop	Alyson, Sarah, Ummuro	4/18/12
Prepare and submit quarterly report to USAID Malawi (programmatic and pipeline)	Patrick, Leonard, Alyson, Ummuro	4/20/12
Follow up with MSH Malawi Operations Support Team regarding auctioning of vehicles	Alyson, Leonard	4/20/12
Modify existing budget	Alyson, Leonard, Shalisa, Mike	5/11/12
Prepare draft PY2 budget	Alyson, Leonard, Shalisa, Mike	5/18/12
Complete wikipage for AIDSTAR-Two/Malawi staff & consultants	Alyson	6/1/12

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

Name	Title and Institution	Contact information	Notes
Ndasowa Chitule	AIDSTAR-Two Activity Manger; USAID/Malawi	265 1 772 455 ext 5306 Nchitule@usaid.gov	
Karolyn Kuo	USAID/Malawi Democracy & Governance	265 1 772 455 kakuo@usaid.gov	
Kate Vorley	Acting AIDSTAR-Two Activity Manger; USAID/Malawi	265 1 772 455 kvorley@usaid.gov	
Leonard Nkosi	Project Director, AIDSTAR-Two/Malawi	(265) 1 756 111 lnkosi@msh.org	
Patrick Phoso	Organizational Development Advisor, AIDSTAR-Two/Malawi	265 (0) 1 750 570 pphoso@msh.org	
Maureen Kamanga	Administrative Manager/HR, MSH/Malawi	(265) 1 756 111 mkamanga@msh.org	
Shalisa Mzungu	Senior Accountant, MSH/Malawi	(265) 1 756 111 smzungu@msh.org	
Mrs. Jean Nyondo	Organizational Development Consultant for AIDSTAR-Two	jean-nyondo@magintmw.org	
Mr. Christopher Kamanga	Organizational Development Consultant	cbkamanga@yahoo.co.uk	
Mr. Billy Molosoni	Organizational Development Consultant	apali.m@gmail.com	
Mr. Elwin Sichiola	Organizational Development Consultant	elwinsichiola@yahoo.com	
Ms. Bridget Chibwana	Organizational Development Consultant	chibwanab@gmail.com	
Father Andrew Kaufa	Director General, Luntha TV	andrewkaufa@yahoo.com Cell: 0888 957 819	
Saeed Wame	Executive Director, NACC	saeedwame@yahoo.com	
Note: Full list of all contacts found in workshop reports			

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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
Report on the Engagement Workshop for Cluster 1 Subcontractors (27-28 Mar)	Workshop report on Engagement Meeting with Cluster 1 organizations*	e-room and distributed to workshop participants
Report on the Engagement Workshop for Cluster 2 organizations (2-3 April 2012)	Workshop report on Engagement Meeting with Cluster 2 organizations*	e-room and distributed to workshop participants
Technical orientation on Governance April 5	PowerPoint Presentation from 1-day orientation on governance with AIDSTAR-Two/Malawi staff & consultants	e-room and distributed to ToT participants on flash drive
Report on the Re-Alignment meeting with Cluster 1 Primes	Realignment Meeting with Cluster 1* Primes Report	e-room
Template of Memorandum of Understanding between AIDSTAR-Two and Partners	Template of Memorandum of Understanding between AIDSTAR-Two and Partners	e-room (and personalized and distributed to each partner)

*Note: Organizations were previously broken into "clusters", heretofore that terminology is not being used. The organizations are now grouped together as a reflection of their similar organizational development challenges and TA need.