



TRAVEL REPORT SUMMARY

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Title of the event: Report on the mentorship visit to the NGO "Plus Center" to the Center and SDP **Travel Dates:** 26.05.2022

Purpose of Travel:

1. Inventory taking into account the stock and received amount of food, HP and others for the 2022.
2. On job training to the staff regarding program report and indicators.
3. Meeting with staff, discussion of program activities in the framework of distribution and recording of HP, and food
4. Monitoring issues by NGOs

Brief Summary:

Tasks

Inventory

Data verification

Discussion of program activities and issues during the report period and acceptance of report for the 1st quarter 2022.

Meeting with staff

Organization provides services on HIV prevention, treatment, care, and support programmes among PLHIV and PAHIV. The project provides services for referral, consulting (also on legal issues), social support, HIV rapid testing among PAHIV, case management for PLHIV, motivation to children who are living with HIV. Currently NGO has at one place SDP and Center to PLHIV.

1. During the visit meeting with staff were held and informed them about the purpose of visit. Fild staff pay attention that clients need the support of a psychologist.
2. *Inventory of food taking into account the stock and received amount.*

Was conducted the physical inventory and compares data with the logs. Inventory was conducted only for non-bulk goods. Assessment of a warehouse for storage of food and hygienic and soap detergents. Based on previous recommendation storage of food in warehouse was organized in proper condition with recording of humidity and temperature in the room. Based on previous recommendation storage of hygienic, soap detergents and HP is in basement premise and storage of it organized by product type.

Inventory of HP, medical masks and sanitizers taking into account the stock and received amount.

Was conducted the physical inventory and compares data with the logs. Was not found discrepancies

Based on previous recommendation responsible person (Peer consultant) recorded at the HP logs, distribution of goods upon issuance it to staff. The detail information provided in the Annex #1.

Was accepted of the final version of the programmatic report for Q1 2022, and of PBF 10% was approved for the full-time employees.

Verification results:

- During verification was not found any discrepancy on data in MIS database and social/outreach workers' diaries and journals.
- During the meeting with staff was discussed new program activities.
- On job training were held to the M&E Specialist regarding of new activities on PLHIV component (based on issues raised during the SR meeting) algorithm of working with AIDS centers; regarding indicators; data collection; primary documentation; record keeping; data analysis etc. of data collection, accounting and reporting forms, data analysis, record keeping, data collection and template of new indicators was held for responsible staff. And also, was explained how to fulfil necessary questionnaires'.

Recommendations:

For UNDP office:

1. To check the storage conditions on regular basis (by responsible staff).
2. Conduct at regular based M&E visits to organization (by responsible program staff).
3. Continue to provide advisory and technical support to the organization.
4. To procure laptop to the organization.

For the NGO:

1. Continue work on motivating and retaining clients on ART.
2. All recommendations were voiced, discussed, and provided in written. The inventory document was provided to the employees of the organization.

Distribution:

- ✓ Inga Babicheva, HIV/TB Grant Coordinator

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