



USAID DIALOGUE ON HIV AND TB PROJECT

GUIDANCE TRAINING FOR SUB-RECIPIENT NGOs FINANCIAL/ADMINISTRATIVE AND PROGRAM ISSUES

AGENDA

Goal: To introduce financial, administrative and program reporting requirements of the USAID Dialogue on HIV and TB Project, financed by the US Agency for International Development (USAID), to sub-recipient NGOs

Description	
Presentation of the USAID Dialogue on HIV and TB Project: goals, objectives and expected outcomes	
Break-out Sessions:	
Financial and Administrative Managers	Program Managers
<u>Session # 1:</u> <u>Grant implementation:</u> <ul style="list-style-type: none"> ○ Familiarization with sub-agreement documents and attachments (dates, sums, budget, payment-request form, report dates) ○ Allowable and unallowable expenditures in accordance with USAID and PSI guidelines ○ VAT, VAT report forms ○ Cost share reporting ○ Travel policy (per diem, expense reports) ○ Sub-agreement amendments and additions 	<u>Session# 1:</u> <u>Program Outreach Models:</u> <ul style="list-style-type: none"> ○ «Break The Cycle» for IDU ○ «ADARA» for SWs ○ «LaSky » for MSM ○ «START plus» for prisoners ○ “UNISON” for PLHIV
<u>Session# 2:</u> <u>Financial reporting forms:</u> <ul style="list-style-type: none"> ○ Report forms; financial reports forming ○ Submission of primary documentation; rules of financial report submission 	<u>Session# 2, Part 1:</u> <u>Program M&E:</u> <ul style="list-style-type: none"> ○ Program Monitoring Plan (PMP) ○ Calculating target population coverage plan by sites
<u>Session #3, Part 1:</u> <u>Administrative and Service Contract Management:</u> <ul style="list-style-type: none"> ○ Requirements on staff recruitment ○ Service agreements ○ Legislative requirements ○ Timesheets ○ Managing multiple donor financing 	<u>Session# 2, Part 2:</u> <ul style="list-style-type: none"> ○ Presentation of the Management Information System (database) ○ Clients registration book
<u>Session #3, Part 2:</u> <ul style="list-style-type: none"> ○ Inadmissible use of grant implementation, grant financial savings and budget realignments ○ Salary calculation, bonuses, incentives ○ Other articles of expenditures 	<u>Session# 3:</u> <u>Health Service Referral Voucher System</u> <ul style="list-style-type: none"> ○ Presentation of Voucher Referral System

Session for All Participants:

USAID and PSI Procurement Policy

- Requirements of goods and services appraisal report (examples); preparation of requests and specifications (request for pricing facilities)
- Procurement system: purchases for \$500 and higher
- Primary documentation support

USAID Dialogue on HIV and TB Project: Branding and Marking Plan

Reporting requirements of the USAID Dialogue on HIV and TB Project

Q&A