

## Field Visit Report

<b>Name</b>	1. A 2. B
<b>Partner visited, Place and Project</b>	Pailin, Poipet and Mongkul Borei
<b>Date of Travel</b>	10-14 June 2019
<b>Contact Person</b>	1. Mr. Coordinator, CRS-PL (Pailin) 2. Ms. Coordinator, CRS-PP (Poipet) 3. Mr. Coordinator, CRS-MKB (Mongkul Borei)
<b>Executive Summary</b>	
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To conduct regular supervision trip</li> <li>2. To follow up recommendation from the previous trip</li> <li>3. To review project progress against plan</li> <li>4. To provide onsite training on data management to field staff</li> <li>5. Financial Check: <ul style="list-style-type: none"> <li>• Review supporting document with conduct surprise cash count</li> <li>• Conduct physical count on the fixed asset and Checking on knowledge, capacity of field staff on expenses procedure</li> <li>• Refresher updated donor policy and requirement to our field staff and verify expenditure with directly beneficiary or community.</li> </ul> </li> </ol>
<b>Tools</b>	<ul style="list-style-type: none"> <li>• Project workplan and budget</li> <li>• Performance Framework</li> <li>• Previous trip report</li> <li>• RDQA Checklist</li> <li>• Finance checklist &amp; Questionnaire</li> </ul>

ACTIVITIES	RESULTS AND DECISIONS	ACTION TO BE TAKEN	LESSON LEARNED	STATUS OF COMPLETENESS
<b>Day 1: 10 June 2019</b>				
<b>8:00 AM:</b> Travel from Phnom Penh to Pailin				
<b>Day 2: 11 June 2019</b>				
<b>8:00 AM:</b> Meet Field Supervisor to present supervision purpose, project approach and gathering feedback from Pailin on project implementation, collaboration, coordination and communication.				

ACTIVITIES	RESULTS AND DECISIONS	ACTION TO BE TAKEN	LESSON LEARNED	STATUS OF COMPLETENESS
<p><b>9:00 AM:</b> Meeting with Field staff to review recommendation from the previous trip, update project progress (Activities done, Activities postponed, Challenges, Coordination...) and next plan including conduct onsite training on TB data management as well. The talking points for this meeting are:</p> <ul style="list-style-type: none"> <li>• Join Field staff's routine workplan to conduct field activity</li> <li>• Checking what project activities have been done.</li> <li>• Checking what project activities not have been done.</li> <li>• Constraint/challenges and solution/mitigation has been taken.</li> <li>• Capacity building and support to partners</li> <li>• Communication and coordination with partners and relevant stakeholders.</li> <li>• Suggestion from field staff</li> <li>• Next plan</li> <li>• Follow up on the previous recommendation.</li> <li>• Checking and verifying data quality</li> <li>• Checking programmatic supporting documents.</li> <li>• Provide recommendation</li> <li>• Lesson learning during the trip if any</li> </ul>				