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**HIV WORKPLACE
PROJECT**



QUARTERLY PROGRESS REPORT YEAR 1, QUARTER 4

Workplace-Based Prevention and Employment and
Supportive Services for High-Risk Individuals in
Vietnam

July – September 2009

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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AIDS	Acquired immune deficiency syndrome
ARV	Anti Retrovirus
BCC	Behavior Change Communication
BCA	Business Coalition on AIDS
COP	Chief of Party
DANIDA	Danish International Development Agency
DEPOCEN	Development and Policies Research Center
DU	Drug User
FHI	Family Health International
FSW	Female Sex Workers
HCMC	Ho Chi Minh City
HIV	Human immunodeficiency virus
HPI	Health Policy Initiative
HRIs	High-risk individuals
HWPP	HIV Workplace Prevention Project
IDUs	Injecting drug users
IEC	Information-Education-Communication
ILO	International Labor Organization
ISDS	Institute for Social Development Studies
LMA	Labor Market Analysis
MARPs	Most At Risk Populations
M&E	Monitoring and evaluation
MSM	Men who have sex with men
MOLISA	Ministry of Labor, Invalids, and Social Affairs
MOH	Ministry of Health
MOU	Memorandum of Understanding
NBC	National Business Coalition on AIDS
PAC	Provincial AIDS Center
PEPFAR	U.S. President's Emergency Plan for AIDS Relief
PLHIV	People living with HIV/AIDS
PSI	Population Services International
RDU	Recovering drug user
STD	Sexually Transmitted Diseases
TWG	Technical working group
TOT	Training of Trainers
UNAIDS	Joint United Nations Program on HIV/AIDS
UNFPA	United Nations Population Fund
USAID	United States Agency for International Development
UNAID	United Nation Program on HIV/AIDS
VAAC	Vietnam Administration for AIDS Control
VCCI	Vietnam Chamber of Commerce and Industry
VCT	Voluntary counseling and testing

VGCL
VNP+
VWEC
WU

Viet Nam General Confederation of Labor
Vietnam Network of People Living with HIV
Viet Nam Women's Enterprises Council
Women's Union

This document presents the quarterly report of the USAID HIV Workplace project for the period of July 1, 2009 through September 30, 2009. This five year project will run through September 2013. Below, we present a brief introduction of the project and a summary of the third quarter activities, after which Quarter 4 accomplishments are presented by progress toward project objectives, lessons learned to date, problems or constraints encountered, and proposed solutions.

The USAID HIV Workplace project began in October 2008 under the management of Chemonics International. The program targets large and small workplaces where there are concentrations of individuals at high risk of contracting HIV/AIDS, or which can absorb high-risk individuals (HRIs) as part of their workforce. A key project component is developing a strategy to provide vocational training and jobs for HRIs, and create better working environments, including improving the availability of health and social services, as means of preventing risky behavior and reducing stigma and discrimination.

During the third quarter, the Project focused on carrying out 35 communications on HIV prevention and stigma reduction for 1,427 employees in 30 provinces, as well as conducting several meetings and three workshops with 110 enterprises to discuss challenges as well as solutions for problems related to carrying out HIV prevention programs at the workplace. The Project started working with Family Health International (FHI) on employment programs for recovering IDU and with PACT and other partners on microfinance programs for PLHIV/IDU.

In the fourth quarter, the Project continued carrying out 3 trainings for 83 peer educators from 65 enterprises. In addition, 6 enterprises received project support to develop or improve their workplace policy on HIV prevention, care and support. The Project, in collaboration with the Office of Government, HPI, FHI, UNAIDS and other partners, successfully organized a National Workshop on policies related to HIV/AIDS in the workplace. Regarding employment services, a training curriculum on soft skills for PLHIV was developed and piloted with a group of 32 beneficiaries to prepare for employment. Two groups of PLHIV were supported in developing business plans. The Project is working with enterprises and the Vietnam Cooperative Alliance on the financing for these business plans. All the survey reports were completed as planned, including reports of the Baseline Assessment and the Livelihoods Rapid Assessment that were disseminated to partners and enterprises for planning for Year 2. The Work Plan for Year 2 was submitted to the COTR on 15 August 2009.

Below, we summarize the technical activities under four headings: Abstinence and Being Faithful; Condom and Other Prevention Activities; Palliative Care: Basic Health Care; and Program Management.

The Project tracker which includes list of trainings and workshops conducted by the Project and list of enterprises and HRIs received support by the Project is attached with this report.

Objective 1: To increase the number of strategic workplaces adopting HIV workplace policies and providing HIV prevention and education programs to reduce HIV-related risk behaviors among employees, and to reduce workplace stigma and discrimination

Task 1: Conduct assessment of HIV policy and prevention interventions at workplaces

Overview: The baseline assessment was carried out from March through May 2009. The compiled report was sent to VAAC, Pact, and DANIDA for comments and adjusted afterward. A workshop was held on 24th September 2009 in Ha Noi to disseminate the organizations and individuals interested in HIV prevention at the workplaces of the assessment results. Over 50 participants from various organizations such as USAID, FHI, HPI, DANIDA, and MOLISA attended the half-day workshop. Many questions were raised around the assessment results and the model of HIV prevention at the workplaces that the Project staff suggested. As concluded in the report, the enterprises in the six sectors of transportation, fishery, construction, services, mining, and industrial zones have the highest concentration of employees who have unsafe sex with sex workers and non-cohabiting sex partners and drug users, which suggested possible avenues for potential and existing HIV prevention programs at workplaces.

Based on the Baseline Assessment results and the comments from various enterprises surveyed, the Project staff suggested a best practice model for the HIV workplace policy and prevention interventions.

1. Establish an HIV/AIDS prevention committee
2. Develop HIV/AIDS at the workplace prevention policies (HWPP)
3. Develop a work plan and report
4. Develop the enterprise's peer education team
5. Provide HIV prevention activities
6. Provide condoms and syringes for free or with subsidized price
7. Refer employees to VCT, STD, ARV treatment, methadone treatment or rehabilitation
8. Develop program and policy of care and treatment for PLWH, HRIs and their families

9. Raise funding for HIV prevention from internal or external sources
10. Work with communities

This prevention model was discussed with representatives from enterprises, government authorities, and international experts.



Picture 1: Dissemination workshop of the Baseline Assessment on Workplace-based HIV Policy and Prevention Interventions

Lessons learned: Collaborating with and getting comments from different organizations and ministries involved in HIV prevention has produced good results and success.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year: The Project will focus on improving HIV/AIDS prevention activities for selected enterprises in transportation, construction, mining, fisheries industries, and entertainment establishments as pointed out by the Baseline Assessment Report.

Task 2: Support the establishment of the National Business Coalition on HIV/AIDS (NBC)

Overview: The Project has actively collaborated with VCCI, DANIDA, ILO, and UNAIDS to provide technical support for the establishment of the NBC. So far the NBC hasn't been officially launched due to administrative procedures that hinder the process.

The Project staff supported recruiting NBC board members through discussions with enterprises and creating opportunities for VCCI/DANIDA to introduce its plan at all the workshops and trainings conducted by the Project.

Thanks to the Project's technical support, VCCI Nghe An established the provincial BCA under the Nghe An Provincial Employers' Council. It has 15 key members who pay an

annual membership fee of VND10,000,000. The main functions of BCA Nghe An are to provide communication services of HIV prevention at workplaces; to support enterprises to establish HIV prevention committees; and to work with communities, PLWHAs, provincial authorities, and BCA Nghe An to outline policies supporting the enterprises and HIV infected employees.

Lessons learned: Provincial activities can lay a foundation for national ones. VCCI should get involved in mobilizing enterprises in implementing social responsibilities. The enterprises themselves should be carefully approached and promoted.

Explanation/justification where achievements exceeded/fell below target: NBC hasn't been launched officially since it is very hard to recruit enterprises that are willing to join the management board. Fortunately, the establishment of the BCV at the provincial level was much easier as long as the provincial people's committee was supportive and the local enterprises are interested in the program.

Plan for next year: The Project will continue to support the establishment and registration of the NBC and help recruit members for it.

The Project will provide technical support for an event to launch the NBC and for the development and implementation of a work plan that will include the development of its membership, using the Baseline Assessment data, coordinating with government and international organizations, and promoting the implementation of the HIV/AIDS workplace prevention package among its founding members. Support will include technical assistance by Project staff and a consultant to support the NBC secretariat.

Task 3: Strengthen workplace HIV/AIDS policies and prevention interventions by adapting best practices in workplace policies

Overview: In this quarter, 7 enterprises received support from the Project to develop HIV policies at their workplaces and establish HIV/AIDS committees. These enterprises include Vietnam Steel Corporation, Viet Nhat Engineering Company, Truc Thon Joint Stock Company, Mien Nam Steel Company, Viet Rung Company Limited, PosViNa, and Nha Be Steel Joint Stock Company.

There were two workshops organized during this quarter: one with 57 enterprises in collaboration with VWEC; and the second with 32 enterprises from 16 provinces in collaboration with the Office of Government, HPI, FHI, and UNAIDS.

The workshop "HIV prevention for employees and employment services for vulnerable groups of populations" was conducted in collaboration with VWEC. Fifty-seven businesses and representatives from MOLISA – Administration of Employment, VGCL – Department of Gender, and Long Bien District Health Center were present at the workshop and discussed the following points:

- Currently enterprises face many difficulties in deploying HIV prevention at their workplaces

- Proposal of enterprise representatives: Expenditures for HIV prevention at workplace are tax-exempt; Vietnamese government and relevant agencies promulgate support policies as well as specific implementing guidelines for enterprises employing people living with HIV (PLHIV) and recovering drug users (RDU); need to have HIV/AIDS prevention among the workplace activities guidelines.
- Employment for High risk individuals (HRIs)/ vulnerable people is a challenge facing enterprises. Though employers see an advantage in employing HRIs as a long term commitment, hesitations and worries were raised

The baseline assessment report laid a vital foundation for the National Conference of “*Current Situation and Policies on HIV, Drug and Prostitution Prevention and Control among the Workers and Civil Servants*” held in Quang Ninh from 26-27 September 2009. The conference was organized in collaboration with the Office of Government, HPI, FHI, and UNAIDS. During preparation, several meetings between the Project and OoG, FHI, HPI and UNAIDS were conducted to divide tasks and to get a consensus on the purpose and content of the meeting. The project team actively provided technical and administrative support to the Office of Government such as, developing a draft meeting agenda; identifying potential participants; collecting and commenting on presentations from enterprises; contacting and providing logistic assistance to representatives from business associations and enterprises; drafting recommendations to improve policy to encourage enterprises to take initiative in HIV activities at workplace; arranging all logistic for the workshop and accommodation for more than 200 participants; providing translation and simultaneous interpretation; arranging for meeting equipment; and, preparing and organizing a visit to a coal mining company for meeting participants. Co-financing and provision of technical assistant were provided by HPI for policy review, FHI for introduction to the pilot employment program carried about by FHI/USAID HIV Workplace Project, and UNAIDS for collaboration of high level organizations.

The conference created a forum for government officials and enterprises from 16 provinces to discuss ways of stimulating enterprises to play a more active role in addressing the AIDS epidemic, with particular attention on recruiting and hiring high risk individuals, especially recovering drug addicts. In his final speech, the Deputy Prime Minister spoke about the need for different ministries to provide incentives for businesses to take action on HIV/AIDS, the need for businesses to take action, and the expansion of methadone maintenance therapy, which are all in line with the Project’s objectives. Early in October, a Circular on the decision of the Deputy Prime Minister was issued on October 30, 2009 to give direction to related ministries and agencies to create a supportive environment for enterprises which implement HIV prevention programs for their employees and which employ employees with HIV or recovering drug users.



Picture 2: National Conference of “Current Situation and Policies on HIV, Drug and Prostitution Prevention and Control among the Workers and Civil Servants”

Lessons learned: Involving the associations and general companies in the planning and implementing activities would satisfy their needs and expectations and ensure the success of the program.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year: In the next year, the Project will continue supporting enterprises in developing their policies on HIV and collaborating with HPI and FHI on advocacy activities at the national level. As part of the workplace prevention package, the Project, in collaboration with MOLISA, MOH, and VGCL, will explore opportunities for the integration of HIV/AIDS prevention activities into existing workplace-based health promotion programs, as a means of reducing stigma and discrimination.

Task 4: To conduct IEC/BCC activities for HIV prevention and the reduction of stigma and discrimination in SMARTworks and selected enterprises based on result of Task 1

Overview:

In this quarter, three training courses for 83 peer educators from 65 enterprises in the construction sector were conducted. After the training, they functioned as the core personnel of HIV communication activities for their own enterprises. Participants were selected from these enterprises if they had already attended trainings on HIV which were given by previous projects, willing to carry out HIV prevention activities at their workplaces, and received support from their employer. Each training took three days, including two days to update information on HIV, and one day to practice communication skills. When attending the training, all participants had to take a pre-test and post-test. Only participants who gave correct answers to 13 out of 15 questions of the post-test received a certificate. The Project staff closely collaborated with local PAC to develop the training programs and gave presentations on the local HIV situation and VCT system.

Thanks to the Project's support, communication events on HIV prevention and stigma and discrimination reduction at the workplace were conducted for 1,674 employees from Nike CRC+ Changshin Vietnam Co. Ltd, Hai Hai Railway Construction Company, Tay Do Steel Company, Dai Duong Mechanics Company, Ha Dong Electric Construction Company, Ha Dong Wood and Paper Company, and Thon Que Restaurant.

After several trainings given by the Project staff this year, comments on the training curriculum, materials, and methods were gathered by project staff to revise training tools as necessary for next year training programs.

Lessons learned: Through the process of supervising master trainers and observing programs, we have noted the effectiveness of direct communication in small groups and the participation and sharing of experiences of PLHIV.

It is necessary to find out what projects on HIV have been completed in one specific locality to select trained PE, since this will help to save time, reduce training costs, and make use of available personnel for HIV communications at workplaces with a minimum budget.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year: The Project will improve existing training curricula on HIV prevention by adapting them for specific high-risk workplace settings, sectors, and populations. The Project will continue building capacity for peer educators of enterprises and provide supportive supervision and technical assistance to communication activities carried out by trained peer educators at selected enterprises.

Objective 1: To increase the number of strategic workplaces adopting HIV workplace policies and providing HIV prevention and education programs to reduce HIV-related risk behaviors among employees, and to reduce workplace stigma and discrimination

Task 3: Strengthen workplace HIV/AIDS policies and prevention interventions by adapting best practices in workplace policies

Overview: The meeting with PSI was delayed by PSI till early October. However, during meetings with enterprises, the Project discussed the promotion of a condom social marketing program. More details need to be discussed with PSI on logistic and administration. Furthermore, the Project met with DKT to explore possibilities for collaboration. The DKT team said it would be available to participate in selected communication events at enterprises to introduce condoms to employees.

Explanation/justification where achievements exceeded/fell below target: Meeting with PSI was delayed because of scheduling conflicts.

Plan for next year: The Project will discuss with PSI in more detail how to implement the condom distribution/social marketing program in enterprises.

Task 4: To conduct IEC/BCC activities for HIV prevention and the reduction of stigma and discrimination in SMARTwork's and selected enterprises based on the results of Task 1

Overview: During the trainings conducted by the Project, 2,000 condoms were distributed to employees as a sample.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year: The Project will discuss with USAID and PSI the development of a plan on the condom distribution/social marketing program.

Objective 2: To test and implement innovative approaches to improve access to health services for employees, and, most importantly, to recovering IDUs, 05/06 IDUs and PLHIV

Task 5: Map HIV-related services available (prevention, social, health, economic, and legal support)

Overview: The mapping report of HIV-related services was carried out in Quarter 2 and the result was disseminated through the Technical Working Group (TWG) on HIV. The mapping information was shared with HPI and Pact on their requests. In this quarter, the information on existing HIV-related services was distributed through 3 trainings with 83 peer educators from enterprises and associations and one workshop with 65 participants in Hai Phong in Thuy Nguyen district.

Lessons learned: Collaboration with partners will help to provide information regularly to update the mapping report.

Explanation/justification where achievements exceeded/fell below target: The report has been finalized and disseminated as planned.

Plan for next year: A consultant will be hired to update the mapping report. The report will be shared widely through a mailing list of TWG on HIV, trainings and workshops with employees and employers, training for vocational counselors as part of agreement with FHI, and PEPFAR SharePoint. This was agreed to at the USAID Retreat on Strategic Information in Quarter 3.

Task 6: Establish technical support teams to work with enterprises on improving support services for HRIs

Overview: In this quarter, the Project continued working with three PLHIV/drug user support groups in Hanoi to recruit PLHIV, drug users, and sex workers for trainings on soft skills to prepare for employment. In addition, members of the support groups, together with Project staff, went to enterprises to discuss employment opportunities for HRIs and shared information on living with HIV with respect to stigma and discrimination reduction.

FHI also has a team of vocational counselors to provide support on employment for recovering IDUs. The Project had several discussions with FHI to review the terms of reference and division of tasks between the two organizations. FHI counselors will focus more on counseling and soft skills components while the Project partners, such as VCCI staff, will focus more on building capacity for HRIs on recruitment process, labor law, and negotiation with employers. FHI and the Project plan to facilitate these groups and work closely with each other.

Lessons learned: Collaboration with partners to carry out the same activities is very important to maximize project outcomes with minimum resources.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned with key PLHIV instead of VNP+.

Plan for next year: Next year, the Project will recruit sub-contractors to form a local team to work closely with vocational counselors of FHI to support HRIs on employment.

Objective 3: To expand access to employment services – including employee job placement, innovative job opportunities, vocational training, forming networks for high-risk groups, job retention, drug treatment services, HIV counseling, and other support services among 05/06 center returnees, recovering IDUs, and PLHIV

Task 7: Establish a working group on economic rehabilitation

Overview: Meeting of the group was not held as planned. However, communication between the Project, FHI, HPI, and Pact was maintained frequently to discuss collaboration and share experience on economic rehabilitation activities.

Explanation/justification where achievements exceeded/fell below target: The group meeting was not held as planned, as there were several other collaboration activities during the last few months, particularly the national workshop with the Office of Government during which key members of the group met for discussion and exchange.

Plan for next year: The Project will continue to invite other partners from different sectors to participate in the TWG. The second meeting is scheduled in the next Quarter.

Task 8: Conduct Labor Market Analysis (LMA)

Overview: Two LMA were carried out during this period: one of Hai Phong and HCMC conducted by Development and Policies Research Center (DEPOCEN) and one of Hanoi conducted by project staff.

- The LMA of Hai Phong and HCMC was conducted by the subcontractor DEPOCEN. This study is being conducted in collaboration with FHI. The project's role was to fund the desk research component while FHI funded the field survey.
 - The desk research component, which was funded by the Project, was completed. The findings suggest that the Government of Vietnam has been facing great challenges in regard to closing the gap between low job availability and high job demand in the general population. Job creation for recovering drug users may be even more difficult given the characteristics of these job seekers. Suggested characteristics of sectors that are more likely to have jobs available for recovering drug users are: abundant labor market opportunities, not subject to fluctuation in the macroeconomic environment, not requiring high-skilled training and strict discipline, and less opportunity for drug relapse. Those sectors may include: manufacturing, construction, trade, repair of motor vehicles, and household goods. The results will serve as input to the field survey.
 - The survey funded by FHI was completed in Hai Phong and is on-going in HCMC with support from the Project to review data collection methods, sampling, survey tools, identify enterprises which used to or currently employ HRIs for data collection, providing information contributed by enterprises to DEPOCEN.
- The LMA in Hanoi was conducted by the Project team. The findings indicate that the employment rate among PLHIV and HRIs was 38%, including full-time and part-time. About 25% of PLHIV and HRIs are seeking jobs, among those, none of them are job ready. A small group (5%) is almost ready on condition they receive some support. Half of them require more support and the remaining 45% need a lot of supports. The survey indicates a very high need for skill training for the target group. Approximately 93% need counseling and soft-skills strengthening interventions to prepare them for employment. One-fourth perceive themselves to have a health condition that may decrease their employability, or have experienced stigma or discrimination in the workplace, or do not have a means of transportation to go to work. This information was discussed with ISDS to develop a training curriculum on soft skills that is appropriate to HRIs. A part of the results from this study was selected for oral presentation at the International Conference on Realizing the Rights to Health and Development for All.

Explanation/justification where achievements exceeded/fell below target: Data collection for the LMA has been carried out as planned.

Plan for next year: The Project will focus on suggested sectors to promote employment for PLHIV and HRIs, and reduce stigma and discrimination at these workplaces. Pre-employment preparation for HRIs before entering the labor market (including soft-skills training, vocational counseling, vocational training, referral to existing services) will be carried out.

Task 9: Develop the best models for implementation of micro-enterprises program

Overview: The Rapid Assessment of Livelihoods program targeting PLHIV and RDU was completed as planned. Results of the report were presented at Pact's meeting with Pact partners, UNAIDS, WU, and some micro-finance organizations to gather comments and discuss potential collaboration. Several organizations expressed their interest to receive technical assistance on conducting market research at a small scale. There is a need for training for partners on business development as well. An internet site with information on how to implement micro-finance programs and updated information on job openings would be useful for partners.

One of the key results of the Livelihoods assessment is that micro-finance does work for PLHIV. In collaboration with Women Union and UNFPA, the Project participated in preparation for an advocacy workshop on micro-finance for PLHIV which include development of a short documentary on how PLHIV carry out micro-finance, whether it is effective, what difficulties they face and how the banking system and local authorities address these issues. The Project was in charge to develop the outline and review the draft script of the documentary and giving suggestions for improvement.

With technical support from the Project, the draft documentary has been made available. The advocacy workshop on micro-finance for PLHIV was delayed.

Lessons learned: The livelihoods analysis indicates that while economic rehabilitation via micro-financing through loans and grants is easier to launch, overall impact is still hard to quantify.

Explanation/justification where achievements exceeded/fell below target: The livelihoods desk review has been carried out as planned. However, the advocacy workshop has been delayed due to a delay in funding from UNFPA.

Plan for year: The project will disseminate the livelihood analysis report widely to the HIV TWG mailing list. The advocacy workshop on micro-finance for PLHIV is tentatively scheduled for November 2009. The Project will discuss with WU and UNFPA steps to move this activity forward.

Task 10: Provide technical assistance on employment counseling, vocational training and employment opportunities, and follow up services to HRIs in collaboration with FHI and other partners

Overview:

Soft skills training: In this Quarter, the Project recruited ISDS to review the soft skills training curriculum which was developed by FHI and adapt for Project use purposes. The adapted curriculum was then shared with FHI for comments and finalization. An eight-day training was given to 32 people from self help groups in Hanoi, who participated in the needs assessment under the Labor Market Analysis in Ha Noi carried by the Project (task 8). They were 23 PLHIV, 7 RDUs, 1 FSWs, and 1 MSM.

Training content included (1) five basic soft skills: self-esteem building, assertiveness, anger management, team work, and communication, (2) five living values: peace, tolerance, responsibilities, cooperation, and respect. In addition, two other main content areas were basic information about gender and sexuality and drug use.

A post-test evaluation revealed that the training was successful in creating a safe and comfortable environment for participants to talk and share their stories about privacy issues such as love, family, drug use history, their good points, and their bad points. 100% of participants had a chance to share information about themselves with others by doing homework, assessing their life- line, and holding small group discussions; 50% filled out their post test on time (20 minutes); 80% listed all the soft skills and living values that they learnt during the two weeks. Participants expressed a “feeling of belong to something” and wanted to continue receiving support on employment services.

Vocational counseling training: The COP attended the FHI vocational counseling training in HCMC for full 5 days (6-10 July 2009). After the training, a discussion was organized between FHI and the Project staff to draw lessons learned and give comments. In the second training, which will be organized in October, it was agreed that the Project will present to participants on labor law, recruitment processes and experience, application preparation, and sources of information on job opening. A list of job openings in HCMC was collected and shared with the FHI team.

Employment: During this quarter, there were 16 PLHIV and RDU employed or receiving support to retain their employment.

The Project worked with three enterprises (Nam Trieu, Vietnam Steel Corporation, and Thanh Phat JSC) to promote employment support by enterprises for eight RDU employees and two HIV positive employees. Employment supports include promoting non-stigma and non-discrimination working environments, commitments to retain employment for them, and giving health and psychological counseling. Within Nam Trieu company, the managers agreed that their enterprises will cover the cost for detoxification for active drug users who are employees of the company.

In addition, there were five PLHIV and one former drug user who were employed by VCCI HCMC, Ha Tay Employer Council to be trainers on HIV prevention for enterprises in HCMC and Ha Noi.

Lessons learned: Selection of participants should be conducted very carefully. An eight-day training is quite a long time for all participants. The time for next training could be divided into three training sessions, three days for the first and second sessions, and two days for the last session. Training content should focus on six soft skills: enhancing self-esteem, assertiveness, anger management, communication, team work, and time management. The session on gender and sexuality needs to focus on gender issues that relate to work and employment; for example, gender norms and job replacement. The session on drug use should focus on controlling drug doses and dealing with social stigma and discrimination against IDUs in work setting.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned. However, number of high-risk individuals employed and/or receiving supportive services from targeted enterprises in year 1 was 20, accounted for 80% of the annual target. The main reasons were HRIs and PLHIV were not prepared and ready for job. At the same time, enterprises were not ready to employ the hard-to-employed population¹.

Plan for next year: The Project will work closely with ISDS and FHI to improve soft skills training curriculum, continue collaborating with FHI on vocational counseling training, and recruit potential HRIs to trainings on soft skills and job preparation. Participants of the first training on soft skills by ISDS will be accompanied and supported by Project and ISDS staff to visit the Day Labor Assembly point in Ha Noi to pilot the employment application process.

Task 11: Effective bridge between rehabilitation centers, the community, and workplaces

Overview: The Project initiated a model for local level networking in Thuy Nguyen district in Hai Phong among government services, enterprises, community-based self-help groups, and mass organizations to promote coordinated services and employment for HRIs and MARPs. A workshop was conducted in Thuy Nguyen, Hai Phong with 54 participants to identify viable roles of the community, government authorities, and enterprises.

The Project received information from USAID staff and self help groups on 200 employees who lost their jobs after being found HIV positive by the Canon Company at the North Thang Long Industry. Project staff made all efforts to contact the Deputy Director Trade Union of North Thang Long Industrial Zone and Canon Company managers to discuss this issue. However, the Project staff has not been able to get an appointment with them. Furthermore, the Human Resource Manager Canon Company denied that the alleged incident happened in his company. The Project approached health centers at Thang Long Industrial Zone area to set up a meeting with business sectors there.

Explanation/justification where achievements exceeded/fell below target: The activity was carried out in quarter four as expected.

¹ USAID HIV Workplace Project (2009). Labor Market Analysis in Ha Noi.

Plan for next year: The Project will work closely with participants of the workshop in Thuy Nguyen to develop an MOU which specifies the roles of each member in the government-enterprise-community partnership. A workshop will be held in Thuy Nguyen in the next quarter to review the MOU and discuss in further detail the implementation. This activity will be reviewed and expanded in Ha Noi, particularly in Thang Long Industrial Zone, and HCMC.

Task 12: Develop an analysis protocol of relative economic rehabilitation strategies and costs

Overview: A consultant was hired to develop the protocol. A draft protocol and strategy for data collection was developed as planned.

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year: The Project will review the protocol and start the contractor recruitment process for protocol implementation.

Overview:

During this quarter, the Project team had several meetings with USAID and partners on year two work plan development. The home office director and administrator traveled to Vietnam to provide support for Year 2 work plan development, which was submitted on time on 15 August 2009, as per the contract requirement. The project, as requested by USAID, also submitted suggestions for the development of the PEPFAR COP2010.

Official registration for the office establishment was obtained.

In addition, the Project staff participated in the Strategic Information retreat to share and gain experience and expertise on M&E and M&E training by PEPFAR to learn about the next generation of PEPFAR indicators. A new set of indicators was developed in line with new guidelines and incorporated in the year 2work plan.

The request for the promotion of the HIV and Workplace Specialist to the key position of Drug Recovery/IDU Rehabilitation and Employment Specialist was approved by USAID. An HIV Prevention Specialist was recruited to support the Drug Recovery/IDU Rehabilitation and Employment Specialist in HIV prevention activities.

The Office Manager attended a training on TraiNet conducted by USAID in August.

The annual progress report FY09 was submitted to PEPFAR on time.

List of consultants working in Q4:

#	Consultant name	Position	Duration
1	Ms. Dam Thi Thanh Hoa	ST Employment Advisor	From: 8/16/2009 To: 9/30/2009 Total: 22 days
2	Mr. Nguyen Ngoc Anh	Economic Rehabilitation Cost Analyst	From: 9/04/2009 To: 10/02/2009 Total: 20 days

Explanation/justification where achievements exceeded/fell below target: This activity has been carried out as planned.

Plan for next year:

- Recruitment of a Micro-finance and Corporate Social Responsibility Specialist
- Completion of social health insurance administration for project staff
- Improvement of financial tracking system for better financial management of the project

2.1 Number of individuals reached through community outreach that promotes HIV/AIDS prevention through abstinence and/or being faithful	1683	3149	200	1574%
<i>Male</i>	842	891	130	685%
<i>Female</i>	841	2258	70	3226%
2.2 Number of individuals trained to promote HIV/AIDS prevention programs through abstinence and/or being faithful	83	163	20	815%
<i>Male</i>	40	88	13	676.9%
<i>Female</i>	43	75	7	1071.4%
5.2 Number of individuals reached through community outreach that promotes HIV/AIDS prevention through other behavior change beyond abstinence and/or being faithful	9	1475	200	737.5%
<i>Male</i>	8	57	130	43.8%
<i>Female</i>	1	1418	70	2025.7%
5.3 Number of individuals trained to promote HIV/AIDS prevention programs through abstinence and/or being faithful, and other behavior change beyond abstinence and/or being faithful reduction	83	163	20	815%
<i>Male</i>	40	88	13	676.9%
<i>Female</i>	43	75	7	1071.4%
6.2 Total number of individuals provided with HIV-related palliative care (including TB/HIV)	31	35	30	116.6%
<i>Male</i>	8	9	20	45%
<i>Female</i>	23	26	10	260%
14.6 Number of individuals trained in HIV-related community mobilization for prevention care and/or treatment	54	54	40	135%
<i>Male</i>	32	32	25	128%
<i>Female</i>	22	22	15	146.7%
1. Number of enterprises/workplaces conducting HIV prevention programs	7	13	10	130%
2. Number of HIV/AIDS-related policies adopted and implemented in the workplace	14	26	20	130%
3. Number of enterprises that have adopted and implemented HIV-related policies	7	13	10	130%
4. Number of enterprises that have developed	7	13	10	130%

and implemented HIV-related stigma and discrimination reduction programs				
5. Number of employees trained in HIV-related stigma and discrimination reduction	1466	1466	200	733%
<i>Male</i>	49	49	130	37.7%
<i>Female</i>	1417	1417	70	2024.2%
6. Number of enterprises trained in HIV-related stigma and discrimination reduction	7	13	10	130%
7. Number of individuals who receive vocational training, employment counseling, and/or other supportive services to improve employee retention	48	52	50	104%
<i>Male</i>	27	28	40	70%
<i>Female</i>	21	24	10	240%
8. Number of enterprises trained in the provision of services to improve employment retention of high-risk employees	52	162	6	2700%
9. Number of enterprises who employ and support post-recovery IDUs and other high-risk individuals	6	6	6	100%
10. Number of high-risk individuals employed and/or receiving supportive services from targeted enterprises	16	20	25	80%