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**HIV WORKPLACE
PROJECT**



Annual Progress Report Year 5 FY 2013

Workplace-based Prevention & Employment & Supportive Services for High-Risk Individuals in Vietnam

October 1, 2012 – September 30, 2013

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ACRONYMS AND ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
COHED	Center for Community Health and Development
CSR	Corporate Social Responsibility
CFRC	Community Financial Resource Center
FHI	Family Health International
HIV	Human Immune Deficiency Virus
HRIIs	High-Risk Individuals
IDU	Intravenous Drug User
M7	Microfinance Network
MOLISA	Ministry of Labor - Invalids, and Social Affairs
PEPFAR	President's Emergency Plan for AIDS Relief
PLHIV	People Living with HIV/AIDS
RDU	Recovering Drug User
SCDI	Center for Supporting Community Development Initiatives
TYM	Tau Yeu Mai Fund
USAID	United States Agency for International Development
VAAC	Vietnam Administration for AIDS Control
VBSP	Vietnam Bank for Social Policies
VCCI	Vietnam Chamber of Commerce and Industry
VWEC	Viet Nam Women's Entrepreneurs Council
WPP	Workplace-Based Prevention and Employment and Supportive Services for High-Risk Individuals Project (also referred to as 'Workplace Project')

Introduction and Summary

The HIV/AIDS epidemic has significant impact all over the world. HIV/AIDS has not only caused the increase in premature morbidity and mortality but has also significantly impacted the social and economic development of affected countries. In Vietnam, according to the Ministry of Health's Vietnam Administration for AIDS Control (VAAC), as of 2012, there are more than 210,000 people living with HIV (PLHIV), among which more than 63,000 are living with AIDS. With unprotected sex becoming a more significant mode of HIV transmission, several workplace settings, including the entertainment industry and construction sites where high proportions of displaced workers are found, create conditions for risky behaviors and HIV transmission. In addition, most-at-risk populations, such as recovering intravenous drug users (IDUs) returning from rehabilitation centers, are at higher risk of relapse and contracting HIV as they face difficulties accessing employment opportunities and other social services. Providing livelihood support is a much-needed strategy to help this group become economically independent, improve their quality of life, prevent further HIV transmission, enhance treatment adherence, and facilitate integration into the community.

In response to this situation, the USAID HIV/AIDS Workplace Project¹ (WPP) works with government organizations, the private sector, and civil society to prevent HIV infection among high-risk individuals (HRIs) at the workplace. The project also works to provide employment opportunities and economic strengthening services for PLHIV and HRIs to help reduce the stigma and discrimination these groups face and to stabilize their economic conditions.

The project's specific objectives included the following:

- To help targeted enterprises implement sustainable, comprehensive HIV prevention programs that aim to reduce HIV-related risk behaviors among employees, to reduce stigma and discrimination at the workplace, and to support the employment services for recovering IDUs, 05/06 returnees² and PLHIV.
- To test and promote innovative approaches to improve access to health services, including but not limited to HIV counseling and testing, drug treatment, and antiretroviral therapy for employees, and, most importantly, for recovering IDUs, 05/06 returnees and PLHIV.
- To develop sustainable models to improve access to employment services for recovering IDUs, 05/06 returnees and PLHIV including vocational training, employee job placement, job retention and innovative job recruitment opportunities, self employment through micro-financing, and other supportive services.

This Year 5 Annual Report presents the project's activities implemented by Chemonics International, for the period of October 1, 2012 through September 30, 2013. During this year, the project worked in partnership with government of Vietnam agencies, the private sector, and

¹ Full name is USAID's Workplace-Based Prevention and Employment and Supportive Services for High-Risk Individuals in Vietnam Project, implemented by Chemonics International from Oct 2008 till Sep 2013 with the budget of approximately 3 million USD.

² 05/06 returnees are drug users or sex workers who have returned from rehabilitation centers.

civil society to prevent HIV infection among high-risk individuals (HRIs) at the workplace and provided employment opportunities and economic strengthening services for people living with HIV (PLHIV) and HRIs, aiming to reduce the stigma and discrimination that these groups face, and to stabilize their economic conditions.

Building on the previous four years of implementation, in Year 5 the project focused on providing technical assistance to partners in microfinance, particularly in policy advocacy for the provision of microfinance services to the targeted groups; preparation and support of the handover of evidence-based best practices to our partners; and, completing the phase-out of activities for the project's four components in accordance with the exit and sustainability activity strategy. Specific highlights included the following:

- *Workplace prevention program and promotion of corporate social responsibility.* In Year 5, this component provided supportive supervision to Vietnam Women's Entrepreneur Council (VWEC)/Vietnam Chamber of Commerce and Industry (VCCI) for implementation and expansion of HIV prevention and corporate social responsibility programs at the workplace. The technical management of this component was transitioned to VWEC through handover meetings, discussions, and provision of technical documentation developed throughout the life of project. In early 2013, the project supervised the development of a training video on the National Guidelines on HIV Prevention at the Workplace, and worked closely with VWEC to include video dissemination in the design and implementation of VWEC's work plan related to coordinating HIV prevention at the workplace in the seven targeted PEPFAR provinces and beyond. This video ultimately reached 150 enterprises implementing HIV prevention programs.
- *Job placement program.* The project strengthened and enhanced the linkages between the network of vocational supporters and the Ministry of Labor – Invalids and Social Affairs (MOLISA) Employment Introduction Centers. Vocational supporters are core members of community-based self-help groups, and share information related to vocational trainings as well as paid- and self-employment opportunities in or near the community. The project advocated and supported the integration of PLHIV/HRIs into social protection programs, including the vocational outreach and linkages provided by the vocational supporters. During Year 5, implementation of this component transitioned to the project's partners, including Supporting Community Development Initiatives (SDCI) and partners of the USAID-funded Pathways for Participation project through meetings, discussions and a handover of the project documentation and relevant deliverables built up through the life of project. (See Annex 2)
- *Microfinance.* In Year 5, activities related to self-employment initiatives through access to microfinance were aimed at strengthening and expanding the partnership model between microfinance institutions and HIV-focused organizations. The project provided technical assistance to Community Finance Resource Center (CFRC) and Microfinance Network (M7) in Dien Bien, Pathways for Participation in Hanoi, and provincial AIDS centers and the Department of Health in Dien Bien and Quang Ninh provinces. The project also continued providing technical assistance to partners already active in microfinance, which included the Vietnam Bank for Social Policies and Tau Yeu Mai

Fund (TYM), to support the scaling up of the existing model. This component was transferred to Pathways for Participation in early June 2013 through meetings, joint-events with stakeholders, and a formal hand over of the project's relevant tools and technical documentation.

- *Policy advocacy.* Promotion of policy was a priority for the project in Year 5. The project continued to provide technical assistance to the Department of Social Vice Prevention (formerly Department of Social Evils Prevention) of MOLISA in order to formulate a policy and working mechanism to provide microfinance services and employment to the target population groups following the passage of Decree No.16/CT-TTg. To promote the project's successful interventions and advocate for wider governmental support, the project showcased activities with Vietnam Bank for Social Policies in Ho Chi Minh City and with CFRC and M7 to government policy-related stakeholders in Dien Bien. The project coordinated a regional study tour to the Philippines to gain a greater understanding of best practices in microfinance services for the vulnerable groups, and co-organized three consultative workshops on policy making. The project also contributed to the *Needs Assessment Study* on loan provision and job creation for the targeted population groups in seven PEPFAR provinces with DSVP and Pathways for Participation and its partner Center for Community Health and Development (COHED). The *Needs Assessment Study* directly informed the draft Prime Minister Decision on Loan provision to the PLHIV and HRIs now under discussion. This draft decision is a follow on to the Prime Minister Degree 16 CT-TTg dated 22 May 2012 on "Enhancing HIV Response in Vietnam."

The project's inclusion of local partners, government agencies, and civil society organizations throughout the process provided logical and well-equipped organizations to maintain, improve, and carry on successful interventions. The project and its partners' living legacy continue to promote the adoption of workplace policies that support HRIs, create effective linkages between the workplace and HRI support services, and apply economic rehabilitation strategies through job placement, microfinance and livelihood support to promote long-term reintegration of HRIs into communities. The related government agencies increased their engagement, and their buy-in has brought about permanent policy changes and social service integration that will have a lasting impact on those living with HIV/AIDS and their families.

I. Year 5 Annual Progress Report

In this section, we present the progress made toward project objectives by component, related activities, and lessons learned. We have organized this section by project components as stated in the Year 5 work plan previously approved by USAID.

A. Component 1 - HIV/AIDS Prevention at the Workplace and Corporate Social Responsibility

The project's focal point organization under this component was with the Vietnam Women Entrepreneurs Council, or VWEC, which is part of and managed under the Vietnam Chamber of Commerce and Industry. The project ensured that VWEC had the support and tools required to sustain the interventions to date and replicate the model to further scale the outreach and impact. The work with VWEC fulfilled our Year 5 work plan objectives and included the completion of the following activities as planned within the first six months of this reporting period:

- Finalized documentation and completed handover to VWEC to integrate HIV/AIDS prevention activities with corporate social responsibility activities at the workplace.
- Collaborated with VWEC to coordinate the project model's continuation and replication in targeted enterprises as well as expanding to other Vietnam Chamber of Commerce and Industry and VWEC enterprises. The project supported the development of the VWEC detailed work plan on HIV prevention and corporate social responsibility for 2013 and beyond.
- Partnered with VWEC to generate and finalize the workplace prevention component report. The report included a final evaluation of achievements attained through implementation of this prevention and education activity. It also included lessons learned and recommendations moving forward. The comprehensive report was key reference documentation for final activity handover and sustainability.

In particular, the project collaborated with VWEC to produce a training video that focused on the National Guideline on HIV Prevention at the Workplace. This video was designed to serve as a training and knowledge dissemination tool to assist VWEC in successfully fulfilling their role as implementers of the National Technical Guidelines on HIV Prevention in the Workplace coordination. The video provides step-by-step guidance to enterprises in training and communication techniques, as well as requirements related to HIV prevention at the workplace. To date, VWEC has shared the video and related information with the 118 enterprises originally targeted for intervention, as well more than 30 additional enterprises. VWEC currently plans to make the video available for public download on its website.

Building on Year 4 achievements in corporate social responsibility, the project transitioned the role of assisting, maintaining, and promoting corporate social responsibility programs in enterprises that either target or integrate the project's targeted beneficiaries to VWEC. Key activities included identifying and documenting enterprises implementing relevant and successful corporate social responsibility programs. These programs were packaged for and disseminated to relevant community organizations, which served the targeted populations so they

could submit proposals for funding. The case studies also served as powerful examples for VWEC and its members who were seeking to further develop their own HIV prevention programs to benefit vulnerable or at risk populations in their community or work force. Community-based organizations and self-help groups played crucial roles in recommending individuals for potential funding assistance and guidance for utilization of funding.

In addition to the work with VWEC, the project worked with SCDI to provide assistance for people living with HIV/AIDS and high-risk individuals. With VWEC, the project supported beneficiaries establishing their own businesses, built the capacity of self-help groups, and encouraged self-help groups to build capacity for their members. Self-help group capacity building included screening and identifying areas of business development activities, such as financials, business planning, business start-up. Self-help groups were also able to create links between targeted enterprises and existing business development services to provide job opportunities for the beneficiaries.

Lessons Learned. The year-long support in transitioning successful interventions to a local institution benefited from existing long-term engagement with VWEC and other stakeholders, as well as strategic planning and consistent follow up. This strategy helped the project meet the objectives in this component, by keeping the following in mind:

- The transition of this technical component was lengthy and detailed. The process was made easier due to the strong partnership built up throughout the life of the project ensuring a smooth transition to the project partner, which in this case included VWEC, the Vietnam Chamber of Commerce and Industry, and their respective branches in Nghe An and Ho Chi Minh City.
- Corporate social responsibility in enterprises was an effective way to explore and secure more resources for implementing HIV prevention at workplace program. Enterprises saw the value of their contributions to their workforce and immediate community.

B. Component 2 – Job Placement for People Living with HIV/AIDS and High-Risk Individuals

In the first six months of Year 5, this component was transitioned to project partner SCDI and other partners of Pathways for Participation, which included Center for Community Health Research and Development and Center for Community Health and Development (COHED). Particularly, the project completed the following activities in accordance with the approved Year 5 work plan:

- Provided technical assistance to Department of Social Vice Prevention/MOLISA to advocate for the inclusion of people living with HIV/AIDS, high-risk individuals, recovering drug users, and sex-workers into mainstream government social security programs. This technical assistance was delivered in close collaboration and partnership with the SCDI.
- Collected, reviewed, and shared all relevant project deliverables of paid-employment and self-employment models, including evaluation reports, management tools, operational

models, lessons learned, communication materials and (print-outs, posters, brochures, leaflets, and handbooks) with the SCDI and Pathways for Participation.

- Transitioned activities and provided program tools and documents related to technical assistance models to Pathways for Participation, SCDI, and the Center for Community Health and Development to ensure they can continue employment support services to people living with HIV/AIDS and high-risk individuals.

Lessons Learned. Long-term sustainability related to job placement for the targeted populations included many challenges throughout the life of the project. These challenges ranged from the formal day-to-day structure of the work environment, sensitization against lingering prejudices against people living with HIV, and self stigma of the people living with HIV/AIDS. The project benefited from the following outreach practices and observations:

- The network of vocational supporters in self-help groups (who were selected among the group members and trained in the second and third year) showed its effectiveness in providing employment support to the project's targeted beneficiaries with remarkable increases in the number of beneficiaries employed as shown in Year 4 report. Moreover, this model ensures sustainability of employment support after the conclusion of the project.
- Vocational supporters also flourished when they were empowered with opportunities to build their own capacity, including the following:
 - Develop a network of target groups.
 - Develop a greater understanding demands and capabilities of self help group members and providing timely and continuous support.
 - Develop a network of employers to help broaden recruitment channels.
 - Establish and maintain close access to clients, motivating job-seeking clients, and showing success stories.
- People living with HIV and high-risk individuals required comprehensive counseling and support regarding employment-related issues as well as psychological, health, and emotional support.
- Manual and semi-skilled labor was suitable for a majority of job-seeking people living with HIV and high-risk individuals, and matched common educational levels at secondary or high school, and some others at a primary educational level.

C. Component 3 – Microfinance Program

In Year 5, several of the activities and models supporting this component transitioned to Pathways for Participation. The transition included collaboration throughout Year 5 in coaching and working together with designated staff of Pathways for Participation.

In particular, this component focused on following activities:

- Collaboration with Pathways for Participation to help designate its partners in strengthening and expanding the partnership model between microfinance institutions including the Community Financial Resource Center /M7 and other HIV-focused organizations. The project staff worked closely with Pathways for Participation and Community Financial Resource Center to replicate the public-private partnership model, to establish a referral system, to identify best practices and strategies related to integration and inclusion of project beneficiaries with existing microfinance institutions, to advocate policy makers for the inclusion of the project beneficiaries as the clients of the existing microfinance institutions, and support the expansion of the M7 model in Dien Bien to Quang Ninh Province.
- Advocacy and promotion of microfinance model replication through presentations on best practices of the project in stakeholder meetings and workshops. Examples included the Annual Vietnam Civil Society Partnership Platform on AIDS organized by close project partner SCDI in Hue in December 2012, the USAID Portfolio Review Meeting in January 2013, and the National Assembly Workshop held in Ho Chi Minh City in March 2013.
- Completion of technical documentation prepared by the project to ensure a comprehensive handover to USAID and its designated partners. This included a complete documentation of the three pilot microfinance models for the Vietnam Bank for Social Policies, the Tau Yeu Mai Fund, and the M7 Microfinance Network. The project completed a separate manual for Vietnam Bank for Social Policies to use as an internal, institutional technical guidance tool. This manual will support the Bank in replication efforts and expansion of the specific model to reach additional provinces outside the project's pilot area.

Updated data from project partner's monitoring trips and reports are indicated in Table 1 below:

Table 1: Key Indicators of Microfinance Activities

Particulars	Achievements			
	TYM	VBSP	M7/CFRC	Total
No. of people oriented/trained on HIV/AIDS, stigma reduction and lending to PLHIV and RDUs	155	350	75	580
No. of people oriented/trained on microfinance for PLHIV and RDUs	75	70	30	175
No of people getting pre-credit counseling and business related training and referred to microfinance activities.	143	127	64	334
No of people got microloans for economic activities	72	88	60	220
Total loans disbursed to target clients (\$US)	22,700	70,070	12,190	104,960
Total savings balance from target clients (\$US)	3,700	13,016	1,595	18,311
Repayment rate (%)	100%	95%	100%	98%

Note: this number included the number of people (135) oriented/trained in the three expanded districts of Ho Chi Minh City, where lending activities will be supported by government funding in 2013.

Lessons Learned. The component addressed advantages and goals of self-employment for the targeted beneficiaries as an option to engage or re-engage beneficiaries as productive members of their community and respective families. For some beneficiaries, self-employment fit their health regimen, disposition, or areas of expertise better than job placement. Sustainability was an important factor from the start, with the project's strategy to work with existing financial institutions and to promote policy related to access to finance. Critical elements in this component included the following:

- Securing the involvement of full-fledged, formal microfinance institutions in providing economic strengthening support for vulnerable groups, particularly people living with HIV and high-risk individuals, was critical to the approach to long-term sustainability.
- Leveraging support and funding from other sectors, together with HIV-focused organizations, can sustain the interventions in the long-run and facilitate the target group's reintegration into the community.
- Addressing the stigma towards people living with HIV and high-risk individuals remains the greatest obstacle faced in negotiating with partner microfinance institutions. As a result, it was especially difficult to convince partner microfinance institutions to agree to provide the full package of their current services to people living with HIV, particularly when requesting packages that include micro insurance services. Continuous provision of up-to-date information on the improvements in HIV/AIDS treatment and available support was found to be a successful solution to this problem. Project staff can help partners to better understand the target groups, and to gain a realistic understanding of related risks.
- Formulating microfinance programs for people living with HIV, particularly recovering drug users, requires an effective pre-credit screening mechanism to ensure appraisal of characteristics of potential borrowers (health/treatment of anti-retroviral or methadone maintenance treatment, credit history, family relations). They are crucial, and are possibly even a decisive factor to reduce stigma and ensure the effective usage and repayment of microcredit.
- Generating political will and support from both partners and their related stakeholders, especially local authority is crucial for piloting a new project. This support needs to be built up gradually to gain partners commitment and buy-in on the proposed models. Thus, proper investments of time, efforts, budget for capacity building, and advocacy should be considered and included in the program.
- Remaining patient and respectful towards each partner's culture and procedures is very important, thus the project developed three customized models, one for each partner participating in the pilot based on nuances or characteristics of the respective existing organization.
- Increasing efforts and synergy among different administrative services organization and donors are needed to advocate for further expansion of the full-fledged microfinance

institutions, and more importantly, to show the government's commitment in funding livelihoods support for the target population.

D: Component 4 – Policy Advocacy and Collaboration with Other USAID Partners

In Year 5, policy advocacy was a substantial priority to support future changes and improvements to the operating environment related to the targeted population's participation in the workforce. This area also highlights governmental leadership support in replicating best practices into wider policy agreements. Ensuring strong advocates for this component also signify the government's financial interest in project replication well after contract completion. Significant project achievements included the following:

- Engaged partnerships with Department of Social Vice Prevention/MOLISA and other government agencies, including following up the newly issued Prime Minister's Decree No.16/CT-TTg on "HIV Response Enhancement." Concrete activities included supporting Department of Social Vice Prevention in drafting a decision for the Prime Minister on providing loans and employment to people living with HIV, recovering drug users, and methadone maintenance treatment clients. The project organized in-country study trips designed to showcase successful models on using microfinance for job creation via collaboration with professional microfinance providers. Participants included policy makers from Department of Social Vice Prevention/MOLISA, Ministry of Finance, State Bank of Vietnam, Vietnam Bank for Social Policies to analyze the M7/CFRC public-private partnership model in Dien Bien, and the Vietnam Bank for Social Policies model in Ho Chi Minh City. These participants also took part in a regional study trip to the Philippines, which reviewed successful microfinance models serving vulnerable populations and involved a technical visit to the long-standing Center for Agriculture and Rural Development Mutually Reinforcing Institutions (CARD-MRI).
- Provided technical inputs in all policy-related documents and co-sponsorship for Department of Social Vice Prevention/MOLISA. The project supported three policy related consultative workshops and a comprehensive needs assessment, which involved the completion of more than 1,500 questionnaires, in-depth interviews, and focus group discussions based on travel to Can Tho, Ho Chi Minh City, Lam Dong, Dien Bien, Nghe An, Hanoi and Hai Phong. The needs assessment provided the basis and inputs for the draft Prime Minister decision and a working mechanism for the provision of loan and job creation for the target groups, following Decree No.16/CT-TTg.
- Promoted the achievements and lessons learned in microfinance for target population with both governmental and local agencies through presentations at seminars, workshops, meetings, and knowledge sharing events with USAID partners.
- Discussed advocacy strategy moving forward with USAID-funded Health Policy Initiative and Pathways for Participation, as it relates to revisions in the tax law to better support people living with HIV and recovering drug users, as well as enterprises involved in these programs. Pathways for Participation, along with the VVEC and the Vietnam Chamber of Commerce and Industry will continue the project's advocacy efforts in the future.

- Following up on an initiative started in Year 2, the project completed a collaboration with the USAID-funded Health Policy Initiative project in Year 4, which successfully advocated for the Ministry of Finance's revision of Decree 124/2008 related to tax reduction for enterprises carrying out HIV workplace program and/or have employing about 30 percent labor force who are people living with HIV and recovering drug users (instead of approximately 51 percent).

Lessons learned. Evidenced-based models of best practice are the most convincing way to advocate for changes in policy to policy makers, as they are interested in learning from what has worked in the past, and translating the results into lasting policy.

II. Project Management

A. Reporting and Work Planning

Year 5 project implementation adhered closely to the approved Year 5 work plan. As a commitment for policy advocacy based on the success of the project models, the project submitted a work plan to support the Department of Social Vice Prevention through technical handovers and information sharing events. The project obtained approval by USAID to implement the technical handover during the final year of the project, and remained flexible in its planning of handover and technical support activities. This included adjustments to the personnel plan to meet the technical requirement of the partner, as the Department for Social Vice Prevention requested assistance in developing a needs assessment of beneficiary job creation and loan provisions. This also included a late adjustment to extended departing staff in order to support the technical handover of microfinance tools and models to partners.

In the first six months of Year 5 the project submitted the Semi Annual Project Performance Report Year 5 and the PEPFAR Annual Report for Year 5 prior to the deadline. In addition, regular weekly bullets of events or event sheets were submitted to USAID in a timely manner. Specially, the project completed the project final report for submission to USAID and dissemination at the close out event on June 20, 2013, ahead of the contractual schedule and per discussions with USAID. This helped generate interest and press coverage on the work and topic for more than thirty days after the event, which helped further the project's objective to reduce the stigma associated with HIV/AIDS and promote interest in the continuation of activities.

B. Staffing

In accordance with the approved Year 5 work plan the project planned to wind down activities and downsize project personnel from seven staff to two, effective April 1, 2013; however, due to the technical needs required for appropriate handover of the microfinance component, the project adjusted its personnel plan to retain two staff additional members through June 30, 2013, as approved by USAID. The following staff departed the project on April 1, 2013 in line with the original Year 5 work plan:

- Ms. Tran Thi Hoang Hoa, micro-finance and livelihoods coordinator
- Ms. Dam Thi Thanh Hoa, job placement specialist
- Ms. Truong Thi Ngoc Minh, receptionist

Two staff departed June 30, 2013 per the adjusted technical handover:

- Ms. Nguyen Ngoc Anh, deputy chief of party and microfinance component team leader
- Ms. Dieu Hang, community officer

C. Project Close Out

Home-office project management unit staff member Katherine Wandtke completed a short-term assignment in the Hanoi field office between March 25 - April 12, 2013. Ms. Wandtke supported the staff in completion of the final report and provided administrative guidance to staff related to closeout planning and preparation. Ms. Wandtke met with project beneficiaries in Hanoi as well as Ho Chi Minh City to obtain information about stakeholders for the final report.

The project closeout event was held on June 20, 2013 at L' Opera Hotel in Hanoi. The event included approximately 80 stakeholders, counterparts and beneficiaries from the project, government agency partners, non-governmental organization partners, USAID, representatives of project beneficiaries from Ho Chi Minh City, and Dien Bien. In addition, approximately 30 journalists from different media and television outlets were invited by the project and USAID. Project handouts were disseminated at the close out, which included the following:

- Project comprehensive final reports attached with a diskette of project's deliverables.
- Updated project fact sheet.
- Training video on HIV prevention at workplace.

The USAID mission also prepared media kit which included a USAID/Vietnam fact sheet, USAID pens, and our project final report and press release. The final report was uploaded on the Development Exchange Clearinghouse.

D. Communications

The following communications materials were submitted to USAID:

1. Updated project facts sheet sent to USAID and distributed at the closeout event.
2. Updated project success stories of microfinance beneficiaries.
3. Updated project picture clips on TYM and Vietnam Bank for Social Policies.
4. Revised HIV prevention success stories.
5. Finalized training CD ROM on HIV prevention, prepared by VWEC.
6. Article of VN News on WPP.
7. VTV1 and VTV 4 report on WPP.
8. Four (4) articles about WPP and WPP beneficiaries, including an interview with USAID/Vietnam Mission Director on Youth Online of Ho Chi Minh City.
9. One (1) article about Ms. Hinh, beneficiary of M7 micro credit model (written by Mr. Phuong, USAID communication specialist)
10. Press release on the project closeout.

Annex 2

Deliverables by Project Component and Areas of Project Management

No	Name of Deliverables/ Documents	Purposes	Intended Audiences	Timeline	Notes
Component 1: HIV Workplace Prevention					
1	National Guideline on HIV Prevention	Providing process and steps to conduct HIV prevention at workplace	Beneficiaries/ enterprises	2010	Vietnamese, hard and soft copy
2	Mid-term Review of HIV Prevention at Workplace	Review the implementation of HIV prevention program at the project covered enterprises	USAID	March 2012	English and Vietnamese, soft copy
3	Six cases of enterprises with HIV prevention program	Promoting the good practice of HIV prevention at workplace by the six enterprises identified by VWEC/VCCI	Public audiences	March 2013	English and Vietnamese, soft copy
4	Training VCD ROM diskettes on HIV prevention at workplace	Comprehensive of guideline on HIV prevention at workplace	Beneficiaries/ enterprises	March 2013	Vietnamese, hard copy

Component 2: Job Placement, Business Development, and Corporate Social Responsibility

1	Hanoi Labor Market Analysis	To survey employment demand among PLHIV/HRIs in Hanoi and to analyses job opportunities in competitive labor market	Public audiences	May through December 2009	English, soft copy
2	Success story: Working on recovery	A story of Job Placement Beneficiary	Beneficiaries	May 2010	English, soft copy
3	Handbook: Job directory	In collaboration with FHI 360. To provide general understanding of 30 most-popular jobs (including job description, job requirements and average income) for PLHIV/HRIs, job searching sources, recruitment process, basic labor law	Beneficiaries	April 2011	Vietnamese, hard copy

4	Poster and leaflet: vocational counseling and employment support	Placed in out-patient-clinics and methadone maintenance treatment. To provide information of vocational counseling and employment support services to potential job seekers	Public audiences	April 2011	Hard copy, VN version
5	Success story: Bringing people affected with HIV back into the fold	A story of business development beneficiary	Public audiences	September 2011	English, soft copy
6	One-pager: Job Placement model	To summarize the model on vocational counseling and employment support to PLHIV/HRIs	Public audiences	March 2012	English, soft copy
7	One-pager: CSR Initiative	To summarize achievements of the projects in cooperate social responsibilities	Public audiences		English, soft copy
8	Video clip 1: Outstanding Enterprises in HIV/AIDS Prevention at the Workplace	To show at CSR Award ceremony in November 2011 in Ho Chi Minh City	Public audiences	November 2011	Vietnamese with English subtitles
9	Video clip 2: Journey Home	Two stories of a worker in Dai Viet Garment Company and a VBSP loan recipient in HCMC. To show at CSR Award ceremony in November 2011 in HCMC	Public audiences	November 2011 (revised version)	Vietnamese with English subtitles
10	Training materials: employment-oriented soft-skill training	Provide guidance for beneficiaries to learn more about soft-skills training	Beneficiaries	Revised version 2012	Vietnamese, hard and soft copy
11	Training materials: business start-up and business development	Provide guidance for beneficiaries to learn more about steps to begin their own businesses	Beneficiaries	N/A	Vietnamese, hard and soft copy
12	Handbook: guidelines for soft-skill training in self-help groups	To provide guidelines for employment supporter at self-help groups in conducting vocational counseling and employment support to PLHIV/HRIs	Beneficiaries	September 2012	Vietnamese, hard copy
13	Handbook: vocational training and employment for vulnerable people	Developed in collaboration with MOLISA, targeting beneficiaries	Beneficiaries	September 2012	Vietnamese, hard copy

Component 3: Microfinance

1	Final review of the implementation with VBSP and TYM pilot models	To review the achievements and lessons learned from the two pilot models	Public audience	June 2012	English and Vietnamese, soft and hard copies
2	Success story: Microcredit improves lives of HIV affected women	A story about Ms. Ly, a TYM target borrower	Potential borrowers	December 2012	English, soft copy
3	One-pager: Introduction of model with TYM	To introduce the pilot project of provision of TYM's microfinance services for PLHIV and RDUs	Potential borrowers	March 2012	English and Vietnamese, soft and hard copies
4	One-pager: Introduction of model with VBSP	To introduce the pilot project of provision of VBSP's microfinance services for PLHIV and RDUs	M7' key trainers on business development and other interested people	March 2012	English and Vietnamese, soft and hard copies
5	A set of training manual on business development	To help M7's key trainers to conduct trainings on business development for target borrowers	Potential borrowers	June 2012	Vietnamese, soft and hard copies
6	A leaflet: Opportunities to have loans/savings from TYM	Distributed to potential borrowers. To provide information of TYM's products, borrowing procedures and working areas	Beneficiaries	May 2011	English and Vietnamese, soft and hard copies
7	Initial review of the pilot model implementation with VBSP and TYM	To provide recommendations to ensure effective implementation and successful achievements of pilot objectives and specific results	Project/Program managers from HIV/AIDS-focused organizations	June 2011	English, soft and hard copies
8	Training materials on microfinance management and loan management for program managers	To be used for trainings on finance education for program managers from HIV/AIDS-focused organizations	Beneficiaries	January 2010	Vietnamese, hard copy

9	Training materials on business start-up and development	To be used for business trainings provided for high-risk individuals	Project/Program managers	January 2010	Vietnamese, hard copy
10	Rapid assessment on Livelihood Activities for PLHIV and RDUs	To see how many HIV/AIDS-focused organizations that have integrated micro lending into their overall intervention programs in Vietnam	Project staff	June 2009	English and Vietnamese, hard copy
11	Administered pre-credit surveys with TYM and VBSP's potential borrowers and their control groups	To collect baseline data about potential borrowers	Public audience	N/A	Vietnamese, hard copy
12	A video clip about Mr. Khanh	To show an income generating activity by a HIV infected person with financial support from an enterprise	Public audience	N/A	Vietnamese with English subtitles
13	Success story: Taking a chance on New Entrepreneurs	A story about Hong, a VBSP client in Ho Chi Minh City	Public audience	July 2013	English, soft copy
14	Success story: Bringing people affected with HIV back into the fold	A story about Lanh, a VBSP client in Ho Chi Minh City	Public audience	July 2012	English, soft copy
15	Microfinance International consultant trip report	To provide an independent and comprehensive assessment of pilot model implementation with VBSP and TYM, focusing on the impact compared to the objectives.	Public audience	August 2011	English, soft copy
16	A video clip about project activities with VBSP	To show what the project has done to implement the partnership model with VBSP	Public audience	N/A	Vietnamese with English subtitles
17	A video clip about project activities with TYM	To show what the project has done to implement the partnership model with TYM	M7's local trainers	N/A	Vietnamese with English subtitles
18	Training manual on business start-up and development	Specialized instruction manual for M7 staff focused on business start-up and development for prospective clients	M7's local trainers	October 2012	English and Vietnamese, soft copy
19	The guidebook on Implementation of the model on provision of microfinance service and job creation for the HIV	Documentation of the process of the 3 pilot models of Micro Finance services; TYM, VBSP and M7/CFRC	MF providers	April 2013	English and Vietnamese, soft copy

	infected and affected and recovering drug users "				
20	Guideline for VBSP staff on Microfinance for PLHIV and HRIs	Documentation of the process of loan provision to PLHIV and HRIs for VBSP staff and concerned MF provider as a reference material.	VBSP and MF providers	April 2013	Vietnamese, soft copy
21	Microfinance International consultant trip report	To provide an independent and comprehensive review of pilot model implementation with VBSP and TYM, focusing on the impact compared to the objectives.	Public audience	June 2012	English, soft copy

Project Management Deliverables

	Year 1 Work Plan	Proposed accomplishments and expected progress by activity and geographic coverage related to achieving project results included in the approved Performance Monitoring and Evaluation Plan.	USAID and MOLISA (as applicable)	November 2008	English soft copy
	Year 2 Work Plan	Proposed accomplishments and expected progress by activity and geographic coverage related to achieving project results included in the approved Performance Monitoring and Evaluation Plan.	USAID and MOLISA (as applicable)	August 2009	English soft copy
	Year 3 Work Plan	Proposed accomplishments and expected progress by activity and geographic coverage related to achieving project results included in the approved Performance Monitoring and Evaluation Plan.	USAID and MOLISA (as applicable)	September 2010	English soft copy
	Year 4 Work Plan	Proposed accomplishments and expected progress by activity and geographic coverage related to achieving project results included in the approved Performance Monitoring and Evaluation Plan.	USAID and MOLISA (as applicable)	July 2011	English soft copy
	Year 5 Work Plan	Proposed accomplishments and expected progress by activity and geographic coverage related to achieving project results included in the approved Performance Monitoring and Evaluation Plan.	USAID and MOLISA (as applicable)	June 2012	English soft copy
	Year 1 Annual Report	Technical and project management annual activity summary covering period of October 1, 2008 to September 30, 2009.	USAID, GoV, and Development Community	October 2009	English, soft and hard copies
	Year 2 Annual Report	Technical and project management annual activity summary covering period of October 1, 2009 to September 30, 2010	USAID, GoV, and Development Community	October 2010	English, soft and hard copies

Year 3 Annual Report	Technical and project management annual activity summary covering period of October 1, 2010 to September 30, 2011	USAID, GoV, and Development Community	October 2011	English, soft and hard copies
Year 4 Annual Report	Technical and project management annual activity summary covering period of October 1, 2011 to September 30, 2012	USAID, GoV, and Development Community	October 2012	English soft copy
Year 5 Annual Report	Technical and project management annual activity summary covering period of October 1, 2012 to September 30, 2013	USAID, GoV, and Development Community	October 2013	English soft copy
Press release on project close out	Overview of the project implementation and achievements	Media people and the public	June.2013	English, soft and hard copies
Final Project Report (Completion Report)	Comprehensive end of project report that provided final status of benchmarks, results, and lessons learned. Recommendations and confirmation of agreed to roles related to project activity technical activity transfer as applicable to GoV, private sector counterparts, or other USAID projects. All project tools and documents provided in Annexes.	USAID and project partners	June 2013	English, soft and hard copies
Year 1, Quarter 1 Progress Report	Technical and project management quarterly activity summary covering October 1, 2008 to December 31, 2008.	USAID and project partners	January 2009	English soft copy
Year 1, Quarter 2 Progress Report	Technical and project management quarterly activity summary covering January 1, 2009 to March 31, 2009.	USAID and project partners	April 2009	English soft copy
Year 1, Quarter 3 Progress Report	Technical and project management quarterly activity summary covering April 1, 2009 to June 30, 2009.	USAID and project partners	July 2009	English soft copy
Year 1, Quarter 4 Progress Report	Technical and project management quarterly activity summary covering July 1, 2009 to September 30, 2009.	USAID and project partners	October 2009	English soft copy
Year 2, Semi Annual Report	Technical and project management semi-annual activity summary covering October 1, 2009 to March 31, 2010.	USAID and project partners	April 2010	English soft copy
Year 3, Semi Annual Report	Technical and project management semi-annual activity summary covering October 1, 2010 to March 31, 2011.	USAID and project partners	April 2011	English soft copy

Year 4, Semi Annual Report	Technical and project management semi-annual activity summary covering October 1, 2011 to March 31, 2012.	USAID and project partners	April 2012	English soft copy
Year 5, Semi Annual Report	Technical and project management semi-annual activity summary covering October 1, 2012 to March 31, 2013.	USAID	April 2013	English soft copy
Year 1, Quarter 1 Financial Report	Financial reports detailing the total funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between October 1, 2008 and December 31, 2008.	USAID	January 2009	English soft copy
Year 1, Quarter 2 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between January 1, 2009 and March 31, 2009.	USAID	March 2009	English soft copy
Year 1, Quarter 3 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between April 1, 2009 and June 30, 2009.	USAID	June 2009	English soft copy
Year 1, Quarter 4 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between July 1, 2009 and September 30, 2009.	USAID	September 2009	English soft copy
Year 2, Quarter 1 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between October 1, 2009 and December 31, 2009.	USAID	December 2009	English soft copy
Year 2, Quarter 2 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between January 1, 2010 and March 31, 2010.	USAID	March 2010	English soft copy
Year 2, Quarter 3 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between April 1, 2010 and June 30, 2010.	USAID	June 2010	English soft copy

Year 2, Quarter 4 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between July 1, 2010 and September 30, 2010.	USAID	September 2010	English soft copy
Year 3, Quarter 1 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between October 1, 2010 and December 31, 2010.	USAID	December 2010	English soft copy
Year 3, Quarter 2 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between January 1, 2011 and March 31, 2011.	USAID	March 2011	English soft copy
Year 3, Quarter 3 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between April 1, 2011 and June 30, 2011.	USAID	June 2011	English soft copy
Year 3, Quarter 4 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between July 1, 2011 and September 30, 2011.	USAID	September 2011	English soft copy
Year 4, Quarter 1 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between October 1, 2011 and December 31, 2011.	USAID	December 2011	English soft copy
Year 4, Quarter 2 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between January 1, 2012 and March 31, 2012.	USAID	March 2012	English soft copy
Year 4, Quarter 3 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between April 1, 2012 and June 30, 2012.	USAID	June 2012	English soft copy
Year 4, Quarter 4 Financial Report	Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between July 1,	USAID	September 2012	English soft copy

		2012 and September 30, 2012.			
Year 5, Quarter 1 Financial Report		Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between October 1, 2012 and December 31, 2012.	USAID	December 2012	English soft copy
Year 5, Quarter 2 Financial Report		Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between January 1, 2013 and March 31, 2013.	USAID	March 2013	English soft copy
Year 5, Quarter 3 Financial Report		Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between April 1, 2013 and June 30, 2013.	USAID	June 2013	English soft copy
Year 5, Quarter 4 Financial Report		Financial reports detailing the total funds previously reported, funds expended by main line item, total funds expended during quarter, total estimated funds for end of reporting period, and estimated expenditures for remainder of year, between July 1, 2013 and September 30, 2013.	USAID	September 2013	English soft copy