

SUPPORT TO THE HIV/AIDS RESPONSE IN ZAMBIA II (SHARe II)



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Table of Contents

Acronyms	i
I. Program Overview	1
SHARe II Project Purpose	1
SHARe II Vision and Mission	1
SHARe II Project Goal	1
SHARe II Project Objectives	2
II. Activities Undertaken During the Quarter by Objective	2
Objective 1: Strengthen and Expand Leadership Involvement in HIV/AIDS and Improve the Policy and Regulatory Environment	2
1. Strengthen and Expand Leadership Involvement	2
<i>Identifying Stakeholders and Agreeing Mechanisms of Collaboration</i>	3
<i>HIV/AIDS Leadership Support to Traditional Leaders</i>	3
<i>HIV/AIDS Leadership Support for the Private Sector HIV/AIDS Response</i>	6
<i>HIV/AIDS Leadership Support for the Public Sector HIV/AIDS Response</i>	7
<i>HIV/AIDS Leadership Support for Influential Opinion-Leaders</i>	7
<i>Development of a HIV/AIDS Leadership Training Manual</i>	8
<i>HIV/AIDS Leadership: Collaboration and Coordination</i>	8
<i>Support to Local NGO-Partner ZINGO</i>	9
2. Improve the Policy and Regulatory Environment	10
<i>Formulation of the National Alcohol Policy</i>	10
<i>Revision of the National HIV/AIDS Policy</i>	11
<i>Formulation of the National HIV/AIDS Workplace Policy</i>	11
<i>Tracking the Status of HIV/AIDS Policies in the Public Sector</i>	12
<i>Legal Guide for Non-Parliamentarians Participation in the Law Making Process</i>	12
<i>Legal Practitioners Meeting and outcomes</i>	13
<i>Technical Support to the Ministry of Labor and Social Security Improve the Proposed Employment Act</i>	14
<i>Tracking of HIV-related Court Cases</i>	14
<i>Technical Support to NAC and GIDD in Gender Mainstreaming</i>	14
<i>Support to Local NGO-Partners ZINGO and ZARAN</i>	15
Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response	16
1. Strengthen the capacity of NAC to coordinate the national response	16
<i>Support to NAC around DATF Strategic Planning Processes</i>	16
<i>Support to NAC in Development of The DATF Tool kit and Sub-Granting Manual</i>	16
<i>SHARe II Support to World AIDS Day Preparation and 2011 Prevention Convention</i>	17
2. Strengthen capacities of PATFs & DATFs to coordinate the provincial and district level response	17
<i>Technical Support to DATF and PATF Organizational Capacity Assessments (OCA)</i>	18
<i>Pilot DATF Certification Process</i>	18
<i>Support to DATF Strategic and Operation Planning Processes</i>	18
<i>Support to PATFs and DATFs in orientation</i>	19
3. Strengthen the capacity of civil society organizations to coordinate HIV/AIDS response in their sector	19
<i>Support to the Network of Zambian People Living with HIV – NZP+</i>	19
Objective 3: Strengthen and expand HIV/AIDS workplace programs;	20
<i>Engaging Leadership for an Enhanced Workplace-based HIV/AIDS Response</i>	20
<i>Defining the SHARe II HIV/AIDS Workplace Programs Core Package</i>	22

1. Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector.....	23
<i>The Tourism HIV/AIDS Public-Private Partnership.....</i>	23
<i>Private Sector Small, Medium and Large Businesses, and Informal Sector Programs.....</i>	24
2. Expand and replicate efforts in the public sector including continued support and expansion to additional line ministries.....	26
<i>Government Reform of Private Sector Line Ministries.....</i>	26
<i>Workplace HIV/AIDS Policy Review for SHARe II Partner Ministries.....</i>	26
<i>Gender and Sexuality in HIV/AIDS (GESHA) and Positive Action by Worker (PAW).....</i>	27
<i>Ministry of Home Affairs Workplace HIV/AIDS Programs.....</i>	28
<i>Ministry of Finance and National Planning Workplace HIV/AIDS Programs.....</i>	29
<i>Ministry of Commerce, Trade and Industry Workplace HIV/AIDS Programs.....</i>	29
<i>Ministry of Labor and Social Security Workplace HIV/AIDS Program.....</i>	29
Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders.....	30
I. Support Joint Planning with and Buy-in of Programs of HIV Implementers and Stakeholders to GRZ Plans and Strategies.....	30
<i>Support to NAC Coordination of the National HIV/AIDS Response.....</i>	31
III. Monitoring and Evaluation	31
SHARe II M&E Support Activities to the Secretariat.....	31
Support to SHARe II Partners.....	32
IV. Finance and Administration.....	33
Contract Award, Planning & Budgeting.....	33
Country Operating Plan 2012.....	33
Start Up Delays.....	33
SHARe II Work-Plan.....	33
Staffing and Recruitment.....	33
<i>Key Personnel.....</i>	33
<i>Other Local Hire Staff.....</i>	33
Project Offices.....	34
Procurement: Vehicles and Equipment.....	34
<i>Project Vehicles.....</i>	34
<i>Computers and IT requirements.....</i>	34
Sub-Partners.....	35
<i>Local Sub Partners: ZHECT, ZINGO, LEAD Zambia, ZARAN.....</i>	35
Finance-Tracking.....	35
<i>Expenditure Analysis of PEPFAR Programs in Zambia.....</i>	35
V. Appendices	1
Appendix 1: SHARe Results Framework.....	1
Appendix 2: Approvals Tracking.....	2
Appendix 3: Proposed Thirty (30) SHARe II Focus Chiefdoms.....	5

Acronyms

AB	Abstinence, Be Faithful
AIDS	acquired immunodeficiency syndrome
ART	anti-retroviral therapy
CA	cooperative agreement
CAPAH	Coalition of African Parliamentarians against HIV & AIDS
CBA	cost-benefit analysis
CBO	community-based organization
CDC	Centers for Disease Control and Prevention
CHAMP	Comprehensive HIV/AIDS Management Program
COP	Country Operating Plan
CT	counseling and testing
DATF	District AIDS Task Force
DCoP	Deputy Chief of Party
FAWEZA	Forum for African Women Educationalists in Zambia
FAZ	Football Association of Zambia
FBO	faith-based organization
GBV	gender-based violence
GDA	Global Development Alliance
GRZ	Government of the Republic of Zambia
HIV	human immunodeficiency virus
HMIS	health management information system
HOC	House of Chiefs
HR	human resources
JSI	JSI Research & Training Institute, Inc.
IGA	income-generating activity
IMSF	Inter-Ministerial Stakeholders Forum
IR	Intermediate Result
KAP	knowledge, attitudes and practices
LAZ	Law Association of Zambia
LBF	Lower Business Forum
LTA	Livingstone Tourism Authority
MACO	Ministry of Agriculture and Cooperatives
MC	male circumcision
MCP	multiple and concurrent partners
M&E	monitoring and evaluation
MHA	Ministry of Home Affairs
MP	Member of Parliament

MTC	Ministry of Transport and Communication
MTENR	Ministry of Tourism, Environment & Natural Resources
NAC	National HIV/AIDS/STI/TB Council
NARF	National HIV/AIDS Reporting Framework
NASF	National AIDS Strategic Framework
NGO	nongovernmental Organization
NRFZ	National Royal Foundation of Zambia
OD	organizational development
OHPS	Other Policy Analysis and System Strengthening
OVC	orphans and vulnerable children
PATF	Provincial AIDS Task Force
PC	palliative care
PEP	post-exposure prophylaxis
PEPFAR	President's Emergency Plan for AIDS Relief
PLWH	people living with HIV
PMTCT	prevention of mother-to-child transmission
PPP	public-private partnership
RRF	Rapid Response Fund
SHARe	Support to the HIV/AIDS Response in Zambia
SHARe II	Support to the HIV/AIDS Response in Zambia II
SO	strategic objective
SSCI	Seed Certification and Control Institute
TOR	terms of reference
USAID	United States Agency for International Development
USG	United States Government
ZamAction	Zambia Action against HIV/AIDS
ZAWA	Zambia Wildlife Association
ZBCA	Zambia Business Coalition on HIV/AIDS
ZDHS	Zambia Demographic and Health Survey
ZSBS	Zambia Sexual Behavior Survey
ZHECT	Zambia Health and Education Communication Trust
ZINGO	Zambia Interfaith Networking Organization
ZWAP	Zambia Workplace HIV/AIDS Partnership

I. Program Overview

The USAID-funded Support to the HIV/AIDS Response in Zambia II (SHARe II) project was signed on November 9, 2010 for a five-year period extending through November 4, 2015. SHARe II is implemented by John Snow Inc. (JSI) and partners: Initiatives Inc; LEAD Program-Zambia; Zambia AIDS Law Research and Advocacy Network (ZARAN); Zambia Interfaith Networking Organization on HIV (ZINGO); and Zambia Health Education and Communication Trust (ZHECT).

SHARe II Project Purpose

The purpose of the SHARe II project is to support and strengthen the multi-sector response to HIV and AIDS and contribute to the achievement of the USAID/Zambia Mission strategic objective to reduce the impact of HIV/AIDS through Multi-Sector Response, and ultimately, the attainment of GRZ's vision of a 'nation free from the threat of HIV/AIDS'. SHARe II builds upon successes, innovations and best practices, including those from SHARE I, and works through strategic coalitions and partnerships with the National AIDS Council (NAC) and other stakeholders to support Zambia's HIV/AIDS response efforts, and thus contributing towards the attainment of Zambia's vision of a 'nation free from the threat of HIV/AIDS'.

SHARe II Vision and Mission

The SHARe II Vision is an enabling environment that supports an equitable and sustainable HIV/AIDS multi-sectoral response at all levels. The SHARe II Mission is to serve as a catalyst in the development of a sustainable HIV/AIDS multi-sectoral response at all levels, through innovative leadership involvement, an improved policy and regulatory environment, effective structures for coordination, collaboration and technical support, and enhanced workplace programs, to reduce the impact of HIV/AIDS in Zambia.

SHARe II Project Goal

SHARe II's Goal is to support the GRZ's vision of "a nation free from the threat of HIV/AIDS," and work in partnership with the NAC and other GRZ agencies and institutions, Cooperating Partners, and other stakeholders and partners to support efforts to mitigate the impact of HIV/AIDS in Zambia.

The SHARe II project addresses the following Intermediate Results (IRs) under SO9 in the USAID/Zambia Country Strategic Plan FY2004 – 2010:

IR9.1 Reduced HIV/AIDS Transmission: Including HIV/AIDS prevention through workplace programs;

IR9.2 Improved Care and Support for People living/affected by HIV/AIDS: Including support to PLHIV groups, stigma reduction, and human rights advocacy for people living/affected by HIV/AIDS, especially females, and promoting care and support through workplace programs;

IR9.3 Strengthened capacity of key sectors to mitigate the HIV/AIDS Impact: Including support to coordinating structures at National, Provincial & District level; and

IR9.4 Improved Policy and Regulatory Environment: Including advocacy for improved policies and actions, and support to development of HIV/AIDS workplace policies.

SHARe II Project Objectives

To achieve success toward realizing these IRs, SHARe II has the following four project objectives or tasks:

- Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment;
- Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response;
- Objective 3: Strengthen and expand HIV/AIDS workplace programs;
- Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders

II. Activities Undertaken During the Quarter by Objective

Objective 1: Strengthen and Expand Leadership Involvement in HIV/AIDS and Improve the Policy and Regulatory Environment

Through this objective, SHARe II will strengthen and improve the overall HIV/AIDS response environment to enable and facilitate the scale-up of a sustained and appropriate, multi-sectoral HIV/AIDS response, through engagement, mobilization and equipping of leaders at all levels with the necessary skills to be effective change-agents, and through strengthening and supporting the enactment, formulation, and implementation of appropriate HIV/AIDS-related policies and laws.

I. Strengthen and Expand Leadership Involvement

SHARe II works with political, traditional, religious, and other influential opinion-leaders (musicians, sportsmen etc) using tailored packages of interventions to increase their leadership

and participation in HIV/AIDS on two main levels. At the structural level, SHARe II provides technical support to leaders, to enable them to deal with structural factors that increase HIV vulnerability and hamper the HIV/AIDS response, including providing technical support to leaders to formulate and enact appropriate HIV/AIDS-related policies and laws; technical guidance for providing leadership to change harmful socio-cultural practices and norms; and advocacy support to increase local resource allocation for the national HIV/AIDS response. SHARe II also work with leaders at the behavioral level to build skills and competencies to use their vast authority and reach to enhance the HIV/AIDS response by leading efforts to discourage harmful behaviors such as multiple concurrent partnerships, gender-based violence, and property-grabbing from widows and orphans, and to promote helpful interventions such as condom use, male circumcision, couple HIV testing and counseling, PMTCT, and early entry into HIV care and treatment.

Identifying Stakeholders and Agreeing Mechanisms of Collaboration

During this quarter SHARe II continued to identify stakeholders to work with. Areas of collaboration were identified with the partners' roles and responsibilities outlined. Where applicable and appropriate Memoranda of Understanding (MOUs) with these partners will be drawn-up and signed.

HIV/AIDS Leadership Support to Traditional Leaders

SHARe II works with the traditional leadership in Zambia to strengthen their leadership of chiefdom level HIV/AIDS responses, and to equip them to act at national level as a key advocacy voice for the people of Zambia on issues of HIV/AIDS. SHARe II works with traditional leadership at two levels: at national level through the National Royal Foundation of Zambia (NRFZ) and at individual chiefdom-level to build leadership capacities in 30 selected chiefdoms.

Meeting with the National Royal Foundation of Zambia (NRFZ) Executive: During the quarter under review SHARe II built on work began during the previous quarter and held a meeting in Lusaka with nine out of ten (one member was unable to attend) NRFZ executive committee members to introduce the SHARe II HIV/AIDS leadership scope of work and explore modalities of collaboration. The meeting's objectives were:

- To help SHARe understand the role of the National Royal Foundation of Zambia in problem-solving and advocacy, and to determine the preparedness of the NRFZ to engage more fully in the HIV/AIDS response.
- To learn from the NRFZ how SHARe II could best reach out to the chiefdoms in Zambia on issues of HIV/AIDS and to chiefs to increase participation and leadership in the response.
- To define roles and responsibilities of SHARe II and NRF in any collaborative HIV/AIDS activities or programs

The meeting provided a great indication of just how prepared Zambian chiefs are to get involved in the HIV/AIDS response. Most the Zambian chiefs live in rural communities with their people and they do not need anyone to tell them what the impact of HIV/AIDS has been on their communities. They have witnessed over the past two decades, the unfolding tragedy of the epidemic first hand and they do not need to be persuaded to get involved in the response. Their response and question at the meeting was ‘what should we say and what should we do’?

SHARe II outlined a package of support that is available to the NRFZ and to individual chiefdoms, to strengthen their leadership in the HIV/AIDS response to enhance both the local chiefdom responses and the national response. The meeting ended with a commitment from the NRFZ on their availability to work with SHARe II to enable them to contribute meaningfully to the HIV/AIDS response in Zambia. During the next quarter SHARe II will continue to engage the NRFZ to firm up strategies and plans for collaboration.

SHARe II Package of Support to the Chiefdoms: SHARe II provides a package of HIV interventions tailored to the needs of each chiefdom, which includes:

- Identifying chiefdom priorities through a community capacity assessment process and a participatory strategic planning process for chiefdom development and poverty-reduction, that mainstreams HIV as a developmental issue;
- Enabling key chiefdom leaders (chief and his/her chiefdom council, and political, religious, and other influential opinion-leaders) and equipping them to provide leadership on HIV issues including correct HIV messaging, leading advocacy, addressing issues of gender and HIV, putting in place local HIV impact mitigation measures, and leading efforts for community resource mobilization;
- Improving the legal protection of women and girls by training customary law local court magistrates to appropriately handle and refer HIV-related cases and providing training in gender and HIV/AIDS for other leaders;
- Strengthening community HIV coordination mechanisms by linking the chiefdom response to the national efforts through district-level coordination structures; and
- Economic strengthening support to informal sector workers in the community, through combined HIV and entrepreneurship training, to increase individual/household economic resiliency to HIV.

The Example of Chief Nalubamba and the Mbeza Royal Establishment: SHARe II anticipated some of the questions that were raised at the meeting and invited Chief Nalubamba of the Mbeza Royal Establishment in Namwala district to give a talk on the Mbeza chiefdom response to HIV/AIDS. The predecessor SHARe project supported Mbeza chiefdom to enhance its response to the HIV epidemic, as a pilot to learn lessons for possible replication in other chiefdoms. The chief’s spokesperson and presenter described how Mbeza views HIV/AIDS as a developmental issue and stemming from this, how the chiefdom developed its five year development strategic plan, mainstreaming HIV/AIDS in the plan to ensure that HIV/AIDS responses and programs stem

from the strategic plan to ensure both local ownership and sustainability. He described how development partners in Mbeza now buy-into the chiefdom strategic plan, rather than imposing their own strategies and programs, including in the area of HIV/AIDS. He further went on to describe the various HIV interventions that are being implemented in Mbeza by the chiefdom itself and also through joint efforts by the people of Mbeza and the development partners who work in the chiefdom. He gave the example of one village (approximately 20 households) in the chiefdom where people, as a result of the SHARe intervention, donated a portion of their earnings after harvest and opened a bank account, as their contribution towards supporting those who are in need in the village – the fund benefits orphans, widows and other vulnerable people within the village so that no one in the village needs to put themselves at risk of HIV in order to have a meal or to send children to school.

Proposed Chiefdoms for Enhanced HIV/AIDS Leadership Capacity Development: During the previous quarter, SHARe II began the selection process for the 30 chiefdoms from all the nine provinces using a matrix of factors as selection criteria, including HIV prevalence, geographic spread, existing working relationship in other SHARe II programs, possibility of synergies with other USG implementers, and availability of HIV/AIDS programs and services to address the issue of equity. The thirty focus chiefdoms are shown in the Appendix 3. Enhanced technical support will be provided to these focus chiefdoms and districts to help build model districts and chiefdoms that can be used as demonstration sites for others.

SHARe II Approach to Initiating Chiefdom Support: In terms of approach, the entry-point for SHARe II interventions in the chiefdoms is a participatory development and poverty-reduction strategic-planning process that mainstreams HIV/AIDS as a developmental issue (poverty is a key driver of HIV/AIDS in Zambia) and chiefdom capacity assessment (CCA) that assesses leadership capacities and competencies to lead HIV/AIDS responses and community capacities and competencies to implement and participate in HIV/AIDS programs. The two processes require the involvement of the chief, the village headmen in the chiefdom, religious leaders, the chiefdom Member of Parliament and other influential leaders in the chiefdom. Some aspects of the CCA require the participation of ordinary community members. Chiefdoms that have undergone these two processes approach HIV/AIDS very differently – they understand what they have to do why, and with this understanding, are more committed to supporting HIV/AIDS interventions. Because the process is participatory, the chiefdoms are guided to define their own problems and assisted to come up with their own locally relevant solutions. A key success of these two processes is gaining leadership understanding of the structural factors, such as poverty and gender inequalities, that drive HIV/AIDS and helping them to come the realization that they have to act at the structural level to deal with these factors, and also that they have to act at other levels to support behavior change to prevent HIV transmission and promote greater uptake of HIV-related services. It becomes much easier for HIV implementers and other development partners to work in these chiefdoms because these chiefdoms are already primed and ready to improve on their

own, and understand the value of technical support and partnerships towards achieving their strategic goals.

Chiefdom Capacity Assessment (CCA) and Strategic Planning in Chikanta Chiefdom: Chief Chikanta of the Kalomo people of Southern province requested his colleague Senior Chief Nalubamba to introduce him to SHARe after seeing the positive developmental changes that had taken place in Mbeza after interventions by SHARe and other stakeholders. Soon after SHARe II was awarded, he contacted the project and requested for technical support to help his chiefdom respond better to HIV/AIDS and to help it to have a more organized approach to development. During the quarter under review, a baseline CCA was conducted and a strategic planning exercise was carried for Chikanta chiefdom. The CCA results were still being compiled by the end of the quarter and will be presented in the next quarter. The chiefdom was able to identify the locally-specific drivers of HIV/AIDS and to define the impact HIV/AIDS has had on the chiefdom, but scored very poorly in the HIV/AIDS response area, and will require technical support from HIV implementers, to mount a successful HIV/AIDS response. The Chikanta strategic plan is still being written by the chiefdom, with technical support from SHARe II.

Chiefdom Capacity Assessment (CCA) and Strategic Planning in Sekute Chiefdom: The entry process in the Sekute Chiefdom was similar to that in the Chikanta chiefdom. A CCA was done, followed by strategic planning. This chiefdom, although situated very near Livingstone, the tourist capital of Zambia is still one of the poorest communities in Zambia. The chiefdom, though richly endowed with natural resources and tourism spots, does not benefit from any of these. The strategic plan was an eye opener to those that attended. They learned that the community and the chief could benefit from these natural resources in their chiefdom. Since HIV/AIDS is a developmental, issue it cannot be tackled in isolation from the rest of the needs of the community. That is where SHARe II comes in to catalyze and open the minds of communities to demand for services. The knowledge levels on HIV/AIDS are very low in this chiefdom. The strategic planning process tried to address some of these developmental challenges so that the people know where to seek help. One of the lessons learned by SHARe II, as we expand work in the chiefdoms, is the need to involve other key players in the chiefdom and in the district as we do the chiefdom assessments and strategic planning. These two processes help the community to analyze their problems and issues and come up with their own solutions. It therefore, becomes a key activity for whoever works and provides leadership in the same community. These include the MP for the area religious leaders, and other respected leaders such as teachers and health workers.

HIV/AIDS Leadership Support for the Private Sector HIV/AIDS Response

Zambia Federation of Employers (ZFE): During the last quarter ZFE and SHARe II agreed to work together to review the ZFE strategic plan to explore how the private sector HIV/AIDS response coordination role can be incorporated. During this quarter, most of the leadership work with ZFE was focused on the development of an MOU between ZFE and SHARe. The SHARe II

workplace team took a lead on this. ZFE has taken over the role of the defunct ZBCA, this means the companies that were under ZBCA will fall under ZFE, and already 75% of these are members of ZFE. SHARe II private sector HIV/AIDS workplace programs NGO partners would get their client organizations from ZFE. After the MOU has been signed, SHARe will continue to provide technical support to ZFE in coordinating workplace HIV/AIDS programs and ensuring that partners implementing HIV/AIDS programs in the private sector adhere to stipulated standards and guidelines.

HIV/AIDS Leadership Support for the Public Sector HIV/AIDS Response

Meetings with Permanent Secretaries at the MLSS, MOF, and MTENR: SHARe II plans to work closely with permanent secretaries and other leaders in the public sector to make them understand that they have a sectoral responsibility in the HIV/AIDS response and to get their buy-in to workplace HIV/AIDS programs. The aim of this support is to enable these leaders to begin to make bold decisions that are favorable to the public sector HIV/AIDS response in Zambia. During this quarter, SHARe II held talks with Ministry of Labor and Social Security to discuss among other things, the leadership role that the Ministry could play as a member of the tripartite group. The discussion was chaired by the Permanent Secretary (PS) who pledged his support and that of the Ministry senior management, to the Ministry workplace HIV/AIDS program and to playing a leadership in broader workplace HIV/AIDS programs. The PS informed the meeting that their approach was two pronged, one was the workplace HIV/AIDS program and the other was the Zambia Decent Work Country Implementing Program. SHARe II also met the Permanent Secretaries at both the Ministry of Finance and the Ministry of Tourism and Natural Resources who also showed keen interest in the program and pledged their support and to ensure sustainability of workplace activities that will be started. SHARe II intends to hold similar meetings with all the PS in ministries that SHARe works with to get them to understand their leadership role in HIV/AIDS.

HIV/AIDS Leadership Support for Influential Opinion-Leaders

Zambia Association of Musicians (ZAM): Building on the success of the predecessor SHARe project that worked very successfully in the HIV/AIDS response with influential young opinion leaders, especially musicians, SHARe II is working with musicians to get them more organized so that mainstreaming of HIV/AIDS into their music and performances can become a more organized activity and they in turn could become an integral partner in the HIV/AIDS response in Zambia. During the quarter under review, SHARe II had a series of meetings with the executive members of the Zambia Association of Musicians. The outcome of these meetings is that SHARe II will provide technical support to strengthen the Association and working through them, reach out to their members and audiences with HIV/AIDS messages that impact positively on the HIV/AIDS response. SHARe II expects to build HIV/AIDS messaging and leadership capacity in a core group

of these musicians so that USG and other implementers may partner with them to widen the reach of their programs and messages. SHARe II assisted ZAM carry out an OCA for the ZAM executive. The OCA revealed that the Association, although having been in existence for some time, did not have systems in place. However, the present members of the executive have shown a great deal of enthusiasm and willingness to move their Association forward. A strategic planning workshop is planned for next quarter.

Development of a HIV/AIDS Leadership Training Manual

SHARe II is building the capacity of leaders to understand and address issues of HIV/AIDS to enable them reach out to their constituencies with correct messages and to enable them to lead by example. We also expect that as capacity is built, it will enable leaders to identify local community resources and/or advocate for more local national resources towards the HIV/AIDS response. In order for the leaders to do this, they need to have a basic understanding of the HIV/AIDS epidemic in Zambia and the HIV/AIDS response, and require training in other related areas, including HIV messaging, advocacy, issues of gender as it relates to HIV as well as HIV-related stigma and discrimination. A key aspect of SHARe II support is sustainability and ensuring that communities build skills and capacity that will enable them to initiate and sustain local development. SHARe II is developing training manual and curriculum that will cover some of these topics, building on the HIV/AIDS Leadership Messages already developed, to ensure correct and consistent messaging, across all leadership categories. During this quarter, SHARe II moved the process of developing the HIV/AIDS Leadership Manual forward. The manual has reached an advanced stage with input from various staff members in the project. It is now being finalized so that it can be peer reviewed by the SHARe II team and then passed on to NAC and USAID for concurrence. The manual will be translated in the main Zambian local languages so that it can be used to train traditional leaders in the chiefdoms.

HIV/AIDS Leadership: Collaboration and Coordination

Collaboration with USG and other Partners in the Chiefdoms: During the quarter under review SHARe II explored further areas of collaboration with other partners, in this regard SHARe met with ZPI and COH-3. It was decided at a meeting with ZPI that SHARe will include staff members of ZPI when SHARe is doing work in the chiefdoms. While SHARe II focuses on HIV/AIDS leadership support, ZPI focuses on HIV prevention support. SHARe II prepares chiefdoms to participate in HIV prevention as partners, not just recipients and as such facilitates smoother program implementation for ZPI and other community-based implementers. World Vision international (WVI) who are working in Southern Province and also working in the same chiefdoms that SHARe II is working have expressed interest to work with SHARe II and participate the Chiefdom's strategic planning process so that they can buy into aspects of the plans. They also requested to be included in SHARe II technical support visits to the chiefdoms.

Collaboration with other USG partners: SHARe II is a member of the IEC/BCC Coordination Forum that is spearheaded by CSH. SHARe II staff have continued active participation at these meetings. Because of this active participation, SHARe II was asked to chair the last meeting. Other partners who participated include ZPCT II, STEPS-OVC, ZISSP, and SFH. All these partners made presentations on IEC activities they had undertaken in the previous quarter. SHARe II also took part in the Sustainability workshop conducted by COH III. The HIV/AIDS Leadership Forum that was initiated by SHARe II will meet regularly (quarterly) and provide an opportunity for networking, sharing information and best practices, and possibly facilitate combined or collaborative activities. Quarterly meetings will resume in January 2012.

Support to Local NGO-Partner ZINGO

The Zambia Interfaith Networking Group on HIV/AIDS (ZINGO) is an umbrella organization that works with faith mother bodies to coordinate the faith-based HIV/AIDS response. SHARe II recognizes the importance and strategic position of faith-based organizations in the fight against HIV/AIDS. The majority of Zambian churches and their congregants are members of one of the seven faith-based mother bodies that work with ZINGO to coordinate the faith-based HIV/AIDS response. The SHARe project which ended in 2010, worked with ZINGO to strengthen its capacity to coordinate the faith-based HIV/AIDS response. ZINGO is one of the four SHARe II local partners and a key aspect of the ZINGO scope of work under SHARe II will focus on building HIV/AIDS leadership competencies among religious leaders in Zambia. The following activities were supported during the quarter under review:

Review and Adaptation of the SHARe II HIV/AIDS Messages Tool Kit to Suit the Interfaith Community: SHARe II attended a workshop organized by ZINGO to review the HIV/AIDS messages toolkit and adapt it to the religious leaders. Six of the seven mother bodies attended. The process was very interactive. They went through the whole manual and the talking points and adjusted some wording without changing the meaning. The manual will be pre tested in the next quarter. It will then be forwarded to NAC and USAID for concurrence before it can be used.

Advocacy training for Districts Programs Executive Committee (DPECs): SHARe II worked with ZINGO to train DPEC members in Livingstone and Nyimba. A total of 42 participants took part in the training. Some of the key issues that need advocacy include scaling-up HIV prevention and increased resource allocation for HIV/AIDS programs by the Zambian government. Religious leaders through their massive networks can champion this.

Gender mainstreaming workshop for Faith Mother Bodies: SHARe II held this workshop in conjunction with ZINGO, with facilitation by SHARe II technical staff. Topics covered included, HIV/AIDS Leadership, Drivers of the epidemic, Gender analysis and mainstreaming, gender and sexuality and legal aspects such HIV/AIDS and Human rights. The results of the workshop is that

each of the ZINGO mother bodies that participated will develop an action plan for HIV/AIDS that mainstreams gender issues for next year.

2. Improve the Policy and Regulatory Environment

Zambia's HIV/AIDS response faces many challenges regarding policy, rights, and legal issues related HIV that must be addressed in order for the country's response to HIV/AIDS to be successful. SHARe II is keenly aware that policy and legal changes take time to implement and require GRZ ownership and leadership to be accepted and effective. SHARe II approach to working in the HIV-related policy and regulatory environment area takes into account this valuable lesson; SHARe II works collaboratively with key stakeholders, and importantly forms respectful partnerships with GRZ counterparts in order to provide technical support to legal and policy processes to achieve program objectives. During the quarter under review, SHARe II carried out the following activities in the Policy and Regulatory environment area:

Formulation of the National Alcohol Policy

SHARe II is the lead technical support partner to Ministry of Health (MOH) in its process to draft the Alcohol Policy. After stakeholders had made final inputs to the policy the next steps for MOH were two-fold: 1. Circulate the draft policy to the public sector ministries to insert their sectoral responsibilities, and 2. Table the policy before Cabinet for approval. These two last steps are closed government-only activities, and although SHARe II can support the processes, it cannot participate. However, two key developments took place in the month of September 2011 that changed the course of the alcohol policy development, as highlighted below:

Reopening of the consultative process with Stakeholders: The MOH, decided to accommodate a request by DanChurchAid to provide input to the policy. The MOH therefore re-opened the policy to stakeholder input; the main objective of the consultations was to collect more views from potential civil society stakeholders who would be of critical importance at the time of developing the policy implementation plan. SHARe II, at the request of MOH, attended the day-long meeting and together with the MOH was able to provide guidance that most of the issues that were being raised are more suitable for inclusion in the policy implementation plan rather than the policy itself. Although this meeting did not result in substantial changes to the draft policy, it did delay the process significantly by delaying the submission of the draft policy to the public sector ministries for review.

Presidential and General Elections and Change of Government in Zambia. On 20 September 2011, there was a change of government in Zambia. The Patriotic Front (PF) took over from the Movement for Multiparty Democracy (MMD), which had been in power since 1991. Soon after assuming office, the new President, His Excellency Michael Sata, announced far-reaching changes in

public sector line ministries. The number of ministries was reduced from 24 to 17 meaning some of them were combined. This change affected the outlook of the section of the alcohol policy, which looks at sectoral responsibilities. In order to ensure that the policy draft is updated and in line with the new ministries, SHARe II worked with MOH to ensure that the affected section was revised accordingly.

Alcohol Policy Next Steps: The next steps regarding alcohol policy development will involve MOH taking the document to the public sector so that it is reviewed and edited for public policy alignment, relative to already existing policies. The final step will then be for MOH to presenting the draft policy to Cabinet.

Potential Threats: The newly re-organized ministries may take long to get settled before they can devote time to consider the draft policy. This may, in turn, mean that it might take longer than initially anticipated in the road-map, for the policy to be approved.

Revision of the National HIV/AIDS Policy

Submission of National HIV/AIDS/STI/TB Policy Concept Paper to NAC and MOH: SHARe II is the National HIV/AIDS/STI/TB Council (NAC) technical support lead in the process for the review and revision of the National HIV/AIDS Policy of 2005. This area represents a key Task I deliverable for SHARe II and an important deliverable for the overall HIV/AIDS response in Zambia. During this quarter, as a follow-up to preliminary discussions the project has had with both NAC and MOH in the previous quarter, SHARe II developed the National HIV/AIDS/STI/TB Policy review concept paper. The object of this concept is to outline and present a systematic process that will be employed to review and develop a new comprehensive National HIV/AIDS Policy, to guide national strategic investments in line with supporting the attainment of the Vision 2030. The concept was simultaneously submitted to NAC and MOH. This was done because firstly it was developed in consultation with both NAC and MOH and secondly because the monitoring and evaluation part of the policy demands that this is done. The MOH is the ministry sponsoring the policy while NAC is the coordinating body for this policy. SHARe II will follow-up with both NAC and MOH during the next quarter to collectively define the next steps in the process and the timelines.

Formulation of the National HIV/AIDS Workplace Policy

A key activity for SHARe II is to provide support to NAC in the formulation of the National HIV/AIDS Workplace Policy. However, by the time SHARe II was awarded in November 2010, the formulation process had already commenced and was well under way, under the leadership of the Ministry of Labor and Social Security (MLSS). A consultant had been hired to work on the policy and the policy was already in the process of being written. SHARe II made efforts to get engaged in the process during the last quarter and the quarter under review. SHARe II has had

consultative meetings with both NAC and MLSS in order to establish the status of the formulation process, the possibility of gaining entry into the process and providing positive and helpful inputs. Of concern, the policy was being formulated without open stakeholder input and without a clear road-map. SHARe II has managed to influence the policy formulation process through its HIV/AIDS advisory role to the MLSS-ZFE-Unions tripartite. SHARe II through its various objectives has become a key HIV/AIDS technical advisor to the tripartite-plus, the HIV/AIDS team comprising of the Government through the Ministry of Labor, trade Unions and employers through the Zambia Federation of Employers that governs issues related to work, workers and employers. The tripartite ensure that there is coordination among employers, the Government, and employees on issues of HIV/AIDS. At the same time, the Tripartite plus coordinates and functions as the national policy overseer.

Through SHARe II intervention a steering committee has been formed to provide guidance to the policy development process and room has been provided for broader stakeholder consultations. The key responsibilities for SHARe II will be ensuring congruency of the policy with to key legal instruments in Zambia, which have a direct or an indirect bearing on the world of work such as the Employment Act and the Industrial and Labor Relations Act, and to provide leadership and technical support to the steering committee.

Tracking the Status of HIV/AIDS Policies in the Public Sector

A major gap in the HIV/AIDS response in Zambia is the poor performance of the public sector in fully responding to the HIV/AIDS response. SHARe II is providing support towards re-vitalizing the public sector response in a number of ways including providing HIV/AIDS leadership capacity building and support, providing support in policy development, and support in implementing workplace-based HIV/AIDS program in 10 ministries.

From a policy technical support angle, the SHARe II Project will work with all line ministries and selected private sector institutions to develop, monitor and evaluate their workplace policies on HIV/AIDS. In order to effectively and efficiently achieve this task, during the quarter under review SHARe II developed a policy-tracking tool which is meant to assess which workplaces have the policy on one hand and the quality of the said policy on the other against preset standards. When it is implemented, the policy-tracking tool will be able to provide the policy status at a glance particularly in the public sector and in selected SHARe II supported private sector companies.

Legal Guide for Non-Parliamentarians Participation in the Law Making Process

A key gap identified through SHARe I evaluations and from other external sources is that civil society in Zambia does not fully participate in policy formulation and law-making processes related to HIV/AIDS. To contribute to addressing this gap and assist civil society to become fully engaged in law-making processes and to do so at the right times, SHARe II has developed a Legal Guide for

Participation in the Law Making Process in Zambia for Non-parliamentarians. The Legal Guide provides basic and simplified information to civil society organizations and citizens on how they can actively participate in the legislative process. The main purpose for the Legal Guide will be to increase on the number of civil society organizations involved in the legal reform process in the area of HIV/AIDS in Zambia and enable them to contribute effectively to efforts aimed at improving the legal and policy environment as it relates to HIV/AIDS in Zambia. SHARe II held consultative meetings with the deputy speaker of the National Assembly of Zambia (NAZ) in the development of the Legal Guide and in the third quarter will hold a stakeholders meeting to review the Legal Guide, to allow policy and legal stakeholders to provide input. We expect to have a final version of the Legal Guide for submission to USAID for final edits and comments, and concurrence to print during the next quarter.

Legal Practitioners Meeting and outcomes

During the quarter under review SHARe II hosted two Legal Practitioners meetings co-chaired with the Conveners of the HIV/AIDS Committee under the Law Association of Zambia. The purpose of these meetings was to bring together high profile lawyers and legal minds and provide an avenue for them to provide input to and to support law reform in the area of HIV/AIDS. Forty and 30 legal practitioners attended the first and second meetings, respectively.

Mainstreaming HIV/AIDS in Pre-service Legal Training: A key result from the meetings is that the National Institute of Public Administration (NIPA), the Zambian Open University and Cavendish University Zambia have requested technical support from SHARe II to mainstream HIV/AIDS into some courses of the legal curriculum they offer to legal trainees such as human rights law or criminal law. Since, in principle the universities have accepted and are willing to mainstream HIV/AIDS in the pre-service training, what remains is to move forward with development of training outline, course outline and content outline. SHARe II will consult very broadly in this exercise to ensure that the potential of this opportunity is fully maximized.

Creating Customer-driven Demand for Training in HIV/AIDS: A key aspect of the two meetings was to highlight where we are as a country in the HIV/AIDS response in general, and in the HIV-related legal environment in particular and open up the discussion to where we want to be. A second and very important outcome of these meetings is the demand by magistrates to have training on HIV/AIDS from a legal standpoint and how to deal with HIV-related cases that might be presented during mitigation, and how magistrates should assess their merit. This is important because a key deliverable of the SHARe II project is to train legal practitioners in handling HIV-related cases. SHARe II does not have to sell this training now, because demand has been created among key and influential magistrates.

Development of a Legal Stakeholders Directory: The third outcome of these meetings has been the development of Legal Stakeholders Directory. This includes the name of the person, the institution they are working for and their core business. The directory makes it easier for SHARe II and its legal partner ZARAN to contact these partners for input depending on the subject of interest. As such, SHARe II now has a pool of lawyers who are willing to participate in HIV-related legal process and to contribute to improving the legal environment related to HIV/AIDS in Zambia. The directory will be shared with NAC and other partners.

Technical Support to the Ministry of Labor and Social Security Improve the Proposed Employment Act

Through its support to the MLSS-ZFE-Unions tripartite, SHARe was consulted and requested by the Ministry of Labor and Social Security, now Ministry of Labor, Sport and Youth Development, to review the proposed Employment Act (Cap 268) to strengthen it further, before it could finally be submitted to the appropriate committee by the ministry. The Employment Act (Cap 268) is one of the laws that require amendment. Upon review by SHARe II, it was quickly evident that HIV/AIDS provisions were not included in the proposed Act, and SHARe II requested that the process be broadened to involve other legal partners, but the Ministry explained that this was not possible. The SHARe II team made its reviews expeditiously, under the technical leadership of its legal team, and the HIV/AIDS provisions were included as necessary.

Tracking of HIV-related Court Cases

During the quarter under review, SHARe II's local NGO partner ZARAN held a meeting with 18 Court Marshalls in Lusaka to discuss 1) HIV-related cases in Zambia, 2) common areas for violation of the rights of people living with HIV and 3) the importance of tracking the cases that the Zambian courts are dealing with. This meeting was a preliminary meeting to explore the possibility of building the capacity of court marshalls to be able to record, track and report HIV/AIDS related court cases. In this way it will be possible to know the outcome of cases where issues around HIV/AIDS arise.

Technical Support to NAC and GIDD in Gender Mainstreaming

Gender Stakeholders Technical Group Meeting: As part of the on-going support to the Gender in Development Division (GIDD), SHARe II participated in the stakeholders' technical group meeting on Gender Based Violence. GIDD facilitated the meeting and invited various stakeholders from all the line ministries, Civil Society Organizations, donor community and Faith Based Organizations particularly those involved in dealing with GBV related issues. The purpose of the meeting was to review the activities undertaken by various partners with respect to GBV; share lessons learnt and plan for the remaining months of the year. It is worth noting that this was

the first meeting GIDD had facilitated since the beginning of the year. As follow-on to the technical group meeting, SHARe II facilitated a half-day stakeholders' technical group meeting, which was chaired by GIDD. The meeting was attended by all SHARe II partners and also by ASAZA and YWCA as well gender focal point persons from five line ministries. The meeting discussed implementation strategies for the GBV Act - participants shared strategies that have worked in the implementation of the Anti-Gender Based Violence Act and the National Plan of Action to Reduce HIV Infection Among Women and Girls. Recommendations and plans for harmonization of activities and reporting mechanisms and guidelines.

Pretesting of the Gender Analysis and mainstreaming in HIV/AIDS Response Training

Manual: During the quarter under review, a two day retreat to pre-test the gender analysis and mainstreaming in HIV and AIDS response training manual was held. Nine line ministries including: Ministries of Home Affairs, Labor, Health, Tourism, Transport and Communication, Commerce Trade and Industry, Justice, Finance and GIDD. The retreat was held to determine the value, relevance and appropriateness of the contents of the manual. The participants reviewed the draft manual and assessed its suitability for use as a training manual and as a program implementation and management tool and made recommendations for improvement.

Supporting MOH to Implement the Gender-Based Violence and Child Sexual Abuse Policy:

As part of the on-going support to Ministry of Health, in the quarter under review, SHARe II participated in the three-day retreat facilitated by MOH to meeting on the adaption/adoption of the Gender-Based Violence (GBV) and Child Sexual Abuse (CSA) policy. At the end of the meeting, a technical committee was formed to spearhead the drafting and development of the policy. SHARe II was nominated to be part of the technical committee.

Support to Local NGO-Partners ZINGO and ZARAN

Training of Leaders from Church Mother Bodies: As part of the support to ZINGO, SHARe II staff trained leaders from various church mother bodies in gender mainstreaming. At the end of the training, participants were asked to develop the action plans which will be followed up during the monitoring and support activities in gender mainstreaming issues.

Supportive Supervision and Guidance to ZARAN: During the quarter under review SHARe II undertook an extensive review and streamlining of the ZARAN scope to ensure that it continues to be in line with what SHARe II requires. ZARAN is working with USG funding for the first time and has needed much guidance and supervision to ensure that all activities undertaken contribute to SHARe II project deliverables, and adherence to financial and admin rules and regulation. This has been a difficult lesson for ZARAN who are used to near-total freedom in how they spend they funding they manage to secure from other sources to support programs.

Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response

Under this objective, SHARe II will strengthen the capacities of HIV/AIDS coordinating structures in both the public and private sectors, selected umbrella civil society organizations and Chiefdoms to coordinate, manage, and implement the national and community-level HIV/AIDS responses, through provision of technical assistance including supporting expansion of successful evidence-based interventions and use of best practices across sectors, and advising on the most efficient and effective use of resources.

I. Strengthen the capacity of NAC to coordinate the national response

Zambia in 2010 developed a national strategic framework (NASF), a national operational plan (NOP) and a monitoring and evaluation plan to run up to 2015. The NASF is implemented at the local level through the Provincial AIDS Task Forces (PATFs) and District AIDS Task Forces (DATFs). Although Zambia has a generalized HIV/AIDS epidemic, the epidemic has been shown to show geographic heterogeneity and differs from region to region and district to district, particularly in terms of prevalence and risk factors. Given this situation and with SHARe II support, NAC has revised original plans to implement the NASF at local level and agreed instead to allow each district to develop its own HIV/AIDS strategic plan to enable them to be more responsive to local needs.

Support to NAC around DATF Strategic Planning Processes

During the quarter under review, and recognizing the importance of DATF local planning, SHARe II engaged NAC in planning for the finalization of the Strategic and Operational Planning templates and guidelines for District HIV/AIDS Strategic Planning (DASP) and District Operational Planning (DOP). In addition, SHARe II provided technical support to NAC towards finalization of the standardized District HIV/AIDS Strategic Planning and District Operational Planning templates and guidelines. Ministry of Finance and National Planning and other stakeholders also participated.

Support to NAC in Development of The DATF Tool kit and Sub-Granting Manual

During the previous quarter in April 2011, NAC with support from the UN commissioned a scoping study of community sub-grating mechanisms. This study was commissioned to explore the hypothesis that there is a shortfall of funds reaching smaller community based organizations (CBOs), despite their significant role in providing Zambia's HIV related services, and the availability of a growing envelope of financial resources for the broader civil society community. The study set

out to identify what resources were flowing to CBOs and how to improve those flows paying particular attention to the systems being used, to ensure resources reach communities through CBOs. The study confirmed that for an effective HIV/AIDS response, strengthened decentralized coordinating structures were needed.

During the quarter under review, SHARe II was invited to be a key participant at a workshop to review PATF and DATF operational guidelines and develop a Sub-Granting manual to fill a felt gap by NAC, in coordination management at decentralized levels particularly the DATF. SHARe II used lessons learned under SHARe to provide technical input to the review process and to developing the sub-granting manual. The draft PATF and DATF guidelines and sub-granting manual that were developed will be presented to a larger stakeholder group by NAC, for validation and approval before they are operationalized in the PATFs and DATFs.

SHARe II Support to World AIDS Day Preparation and 2011 Prevention Convention

World AIDS Day is held on December 1 each year and is an opportunity for people worldwide to unite in the fight against HIV, show their support for people living with HIV and to commemorate people who have died. National AIDS Council in conjunction with Ministry of Health is facilitating preparatory meetings for this important event. During the quarter under review SHARe II provided technical support to NAC in the preparatory meetings for the main event, which will take place in Mansa- Luapula Province. The Global theme for 2011 is: "Getting to Zero" which is localized to "Getting to Zero-New HIV infections". SHARe is represented on all the three preparation committees: IEC Committee, Resource Mobilization Committee and Activity Committee, and was chosen to chair the Resource and Mobilization Committee.

SHARe II is also sitting on sub-committees formed and providing technical assistance to National AIDS Council to prepare for the forthcoming HIV/AIDS Prevention Conference to take place in November 22-25, 2011. Dr Michael Chanda, SHARe II Deputy Chief of Party-Technical Programs is sitting on the Scientific Committee and also the Conference preparatory Committee.

2. Strengthen capacities of PATFs & DATFs to coordinate the provincial and district level response

After the United Nations Volunteer program on HIV/AIDS that supported the Districts AIDS Coordination Advisors (DACAs) ended in 2009, the transition of staff from UNDP to NAC took long and resulted in high staff turnover, due to uncertainties about job security. This resulted in the recruitment of new personnel with different professional backgrounds and with little or no experience in the HIV/AIDS response management and coordination, and has significantly weakened the capacity of DATFs to coordinate and manage district HIV/AIDS responses.

SHARe II is provided enhanced and accelerated technical support to strengthen the capacity of PATFs and DATFs to coordinate decentralized responses being cognizant of the fact that coordinated activities at the provincial and district level are crucial for a successful response to the epidemic. The activities carried out are discussed below:

Technical Support to DATF and PATF Organizational Capacity Assessments (OCA)

Providing technical support to carry out annual capacity assessments (OCAs) still remains the key activity for strengthening PATF and DATF performance. OCAs help the PATFs and DATFs to assess levels of performance in key systems and mandate areas, and based on the results to develop and implement performance improvement plans. During the quarter under review, SHARe II and NAC reviewed the DATF OCA tool used under SHARe in order to incorporate relevant changes given that the mandates have changed with the new NASF that is now operational. New cross-cutting issues such as gender, advocacy, human rights, supervision and monitoring and evaluation were incorporated. The revised DATF OCA tool will be pre-tested during the next quarter and baseline OCAs will be conducted in four provinces (Southern, Lusaka, Central and Western) and later scale up to the remaining five provinces in the near future. Based on the evidence and findings from the OCA, SHARe II would provide ongoing technical assistance and mentorship to DATFs in bridging identified weaknesses in these coordinating structures.

Pilot DATF Certification Process

During the quarter under review, SHARe II and NAC developed a roadmap and draft tools for the pilot DATF certification process. This has culminated into production of the initial draft DATF certification standards which are largely based on discussions held with key informants at both the national and sub-national levels, literature review of the NAC-DATF strategic and operational documents. The SHARe II technical team is currently reviewing the certification standards before further review and input by NAC and other key stakeholders, during the next quarter. An orientation process for key NAC partners and stakeholders on the certification process will be held during the next quarter.

Support to DATF Strategic and Operation Planning Processes

Having finalized the District HIV/AIDS Strategic Planning and District Operational Planning templates and guidelines during the last quarter, SHARe II and NAC facilitated a five day ToT for the DATFs in strategic and operation planning process to thirteen pilot districts broken down as Seven districts- Southern Province, three –Central province and three from Lusaka province respectively. Participants were districts planners and DACAs. This resulted in participating districts drawing up roadmaps for the development of District Strategic and Operational Plans in order to enable them to be more responsive to local HIV/AIDS needs and wants. SHARe II is

currently providing technical assistance and on the spot mentorship to the 13 DATFs in District HIV/AIDS Strategic Planning and other issues related to their mandates. SHARe II internally developed a monitoring tool for the tracking of progress made by individual districts towards developing their District HIV/AIDS and Operational Plans.

Support to PATFs and DATFs in orientation

In quarter two, SHARe II working with NAC started developing the PATF and DATF Orientation guidelines to help to train and orient DACAs and PACAs in their roles and responsibilities. During the quarter under review, SHARe II and NAC developed a draft District orientation package for DATFs which includes governance, financial and administrative management, resource mobilization, social mobilization, networking, monitoring and evaluation, orientation on DATF mandate, stakeholders' mapping/mobilization, strategic planning and strategic thinking. Zero Drafts have since been circulated among the SHARe II and NAC team members and editing is currently under way.

3. Strengthen the capacity of civil society organizations to coordinate HIV/AIDS response in their sector

Some of the most significant achievements in the response to the HIV/AIDS epidemic in Zambia have been made through civil implementers. Building on work began under SHARe I, SHARe II will continue to work with national umbrella civil society organizations, associations, and chiefdoms to improve institutional capacity to coordinate, manage, and implement the national HIV response. A package of support that includes support to conduct OCAs, and based on the findings, technical assistance to improve capacities will be provided to partners. Additionally, quality monitoring and support through performance standards, capacity building, certification, membership and coordination with AIDS task forces, and building resource mobilization skills will be provided.

Support to the Network of Zambian People Living with HIV – NZP+

The Network of Zambian People Living with HIV/AIDS (NZP+) is a national organization for the people living with HIV/AIDS. Established in 1996, it aims to improve the quality of life of people living with HIV and AIDS by pursuing three issues, namely; support, communication and representation of the people living with HIV/AIDS. NZP+ is a non-profit making non-governmental organization registered under Section 7(I) of the Zambian Societies Act. NZP+ has grown from a group of 28 members in 1996 towards a national network of approximately 90,000 PLHIV (3,500 support groups) in all the 72 districts of Zambia.

Currently, NZP+ and by extension a large proportion of the PLHIV response is under threat because the organization has no funding, is quite unable to manage itself, and its public image is

poor and so dented that it has lost the goodwill of many potential donors. However, in spite of this situation, NZP+ remains a critical stakeholder in the fight against HIV/AIDS.

During the last quarter SHARe II held strategic meetings with NZP+ aimed at ascertaining the extent of its problems and hopefully transforming it into a viable institution that can live up to the expectations of its membership and other stakeholders. During the quarter under review SHARe II provided technical assistance to NZP+ based on the baseline OCA action plan conducted in the previous quarter, and successfully facilitated a five day issue based strategic planning process workshop involving forty five (45) NZP+ members drawn from the National Board, National Secretariat, Selected District Chapters and stakeholders. In addition SHARe II maintained regular communication with the NZP+ to track progress on the writing of the strategic plan. SHARe II received and reviewed the draft zero strategic plan that the NZP+ submitted in the month of September. The reviewed draft was sent back to NZP+ Secretariat and NZP+ distributed it to other key stakeholders for further input. SHARe II hopes to assist NZP+ to finalize the strategic plan during the next quarter.

Objective 3: *Strengthen and expand HIV/AIDS workplace programs;*

Under this objective, SHARe II will expand access to workplace programs in the public, private, and informal sectors, and foster linkages and referral systems with community-level partners and implementers to expand access to HIV prevention, care, support and treatment services for employees, dependents and where feasible, to defined outreach communities, to reduce HIV-related employee absenteeism and, ultimately contribute to increased productivity.

A key lesson learned from SHARe I is that management buy-in is a critical ingredient for successful workplace HIV/AIDS programs; a key aspect of the SHARe II approach is to obtain senior management buy-in for workplace HIV/AIDS programs both in the public and private sectors.

Engaging Leadership for an Enhanced Workplace-based HIV/AIDS Response

SHARe II intends to support sustainable HIV/AIDS workplace programs and has engaged strategic partners' right from project start-up towards this goal. During the quarter under review, SHARe II has continued its dialogue with partners aimed at obtaining high-level buy-in, focusing on mobilizing leadership at both organizational and Labor Union levels as a way of strengthening management and leadership involvement in HIV/AIDS workplace programming. During the quarter under review meetings have been held with the Ministry of Labor and its strategic partners (International Labor Organization (ILO), Zambia Federation of Employers (ZFE), Public Sector Management Division (PSMD), Zambia Congress of Trade Unions (ZCTU), public sector ministries

and private sector CEOs to discuss leadership engagement and involvement in the HIV/AIDS response. Some of the activities were discussed under the HIV/AIDS Leadership section above.

Public Services Management Division (PSMD): Several discussion meetings with the PSMD have been held to strategize for strengthening PSMD's coordination role of the HIV/AIDS workplace program. SHARe II supported and facilitated a dissemination meeting of the implementation, strategic and monitoring frameworks of the public sector HIV/AIDS program. The meeting shared SHARe II's implementation strategy of the HIV/AIDS workplace programs while at the same time supported PSMD to disseminate the public sector implementation HIV/AIDS implementation plans. PSMD has advanced plans for establishing a full time position for the Public sector HIV/AIDS coordinator and this has been endorsed by the Secretary to the Cabinet and is just waiting for legislation when parliament resumes sitting. Under this plan, all the ministries will have a focal point person for HIV/AIDS whose HIV/AIDS role will be included in the job description. SHARe II has been long advocated and advised for change and a meeting has been arranged to meet with all the public sector PSs to lobby for a speedy implementation of the reforms. The PSMD with support from SHARe II workplace programs has planned a quarterly meeting for the focal point persons in the public sector to share program innovations and activities as a way of providing a forum for sharing experiences and learning from each other.

Zambia Federation of Employers: During the quarter under review, SHARe II has continued its dialogue with partners aimed at obtaining high-level buy-in, focusing on mobilizing leadership at both organizational and Labor Union levels as a way of strengthening management and leadership involvement in HIV/AIDS workplace programming. Zambia Federation of Employers (ZFE) has partnered with SHARe II for technical support in coordination of private sector HIV/AIDS workplace programs. An MOU has been drafted and is pending the official signing to define collaborative responsibilities. ZFE will work with the Zambia Congress of Trade Unions (ZCTU), Ministry of Labor, Youth, Sport and Child development, and International Labor Organization (ILO) in addressing HIV/AIDS in the workplace of their partner members. This partnership will strengthen the HIV/AIDS response in the workplace by creating credible private sector coordinating mechanisms and allowing HIV/AIDS to be included on the agenda of the tripartite forum to which SHARe II has been appointed.

Livingstone Tourism Association (LTA): SHARe II's work with the tourism Public – Private partnership in Livingstone has been strengthened the involvement of the LTA in coordinating the tourism partners in Livingstone. This will increase the number of partners in the PPP hence reaching out to more workers with HIV/AIDS services. Discussions with the LTA have reached advance stage for a possible grant to implement services in the smaller 'mom and pop' tourism businesses employing 5-10 people and to effectively coordinate the Tourism HIV/AIDS response through a CEO forum on a half yearly basis where the managements of the tourism businesses in Livingstone will come together to share experiences and learn from each other.

Defining the SHARe II HIV/AIDS Workplace Programs Core Package

During the quarter under review, SHARe II has worked collaboratively with the Public Service Management Division (PSMD) which coordinates the Public sector HIV/AIDS programs and the Zambia Federation of Employers to define and build common understanding about what constitutes an HIV/AIDS workplace program. A key component of the HIV/AIDS workplace program in SHARe II is to work towards establishing a core package of HIV/AIDS services that meets the needs and aspirations of employees and employers. SHARe II has learnt that with the dynamic changes of the HIV/AIDS epidemic, interventions need to be relevant with the dynamic nature of HIV. SHARe II therefore worked with the stakeholders and partners to review existing training and education HIV/AIDS materials with the view to establish a training curriculum for peer educators. The curriculum and training handbook is in the final stage of development and will be pre-tested during the next quarter. The review drew participants from the Public sector HIV/AIDS focal point persons and their committees and the SHARe II NGOs. The curriculum includes some health and wellness components so that the workplace interventions go beyond HIV/AIDS for those workplaces that prefer and support this. Expanding the scope of the curriculum to include other health-related topics is a win-win; it will break the monotony of discussing HIV all the time but also focus on other related health issues such as human sexuality, sexual health communication, family planning, nutrition and exercise/sports.

The review also worked on a core package of services that qualifies a workplace program. All SHARe II workplace programs will offer comprehensive HIV/AIDS services through direct provision and through referral. The review classified the SHARe II core package workplace-based HIV/AIDS services as comprising:

- **Structural interventions:** Comprising formulation of workplace HIV/AIDS policies and leadership/senior management support to increase buy-in and support for programs.
- **Behavioral Interventions:** Comprising of Information and skills training aimed at increasing access to and uptake of HIV testing and counseling (T&C), male circumcision, PMTCT, and ART and condoms; decreasing number of sexual partners, particularly multiple and concurrent partners; supportive HIV disclosure and positive living and dignity; increasing number of sexual acts that are protected by condoms; reduction in alcohol and substance abuse, gender-based violence (GBV), and HIV-related stigma and discrimination.
- **Biomedical Interventions:** Provision of or referral to male circumcision services, HIV care and treatment services and ART, PMTCT and male circumcision (MC).

A key aspect will be social mobilization for HIV/AIDS prevention and HIV-related service uptake and extending services to defined workplace communities.

I. Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector

SHARe II will support the private formal and informal sectors to implement quality workplace HIV programs with increased focus on HIV prevention. Integral to these efforts will be support for sustainability and hand-over, encouraging supported partner workplaces to increase their investment over the life of SHARe II.

The Tourism HIV/AIDS Public-Private Partnership

Peer Educator Training to Livingstone Tourism HIV/AIDS PPP Partners: SHARe II has successfully re-engaged with the old PPP partners in Livingstone namely; Kubu crafts, Tongabezi, Tujatane Community school, The River club, Bush tracks Africa, Wasawange lodge and tours, Zambezi Nkuku, Sun hotels, and Jollyboys back-packers. The program also recruited new partners in Livingstone as discussed above in the scale up of the program (Waterfront, Thorn Tree, Protea hotel, and David Livingstone hotel, Victoria falls University, Rainbow tours and Lodges and Sussie and Chuma). The re-engagement of the old tourism PPP partners was followed with the training of peer educators. The training took into account the core package of services which includes, policy development and implementation, peer educator training and support, program coordination, provision of Information, education and communication materials, programs to address HIV/AIDS with a comprehensive package of services either on site or through referral.

Extension of Programs to Defined Outreach Communities: Besides the work with the PPP partners, we have engaged the local outreach communities of Mukuni and Simoonga villages, in some health and wellness programs within their communities. The Community teams that were trained in SHARe have been mobilized and organized to review their activities and plan for new ones in line with the current problems the communities are experiencing. Following the request by the partners that we extend some community mobilization activities to Sinda Community, near Simoonga village, where most of the lodges along the Zambezi river draw their staff from, SHARe II has since made contact with the community. A planning meeting is planned for the next quarter.

Expansion of Tourism HIV/AIDS PPP outside Livingstone – Support to Wilderness Safaris: SHARe II has re-engaged with Wilderness Safaris Zambia (WSZ) to implement workplace HIV/AIDS programs. Wilderness Safaris is a conservation organization and ecotourism company dedicated to responsible tourism throughout the areas in which it operates in southern Africa. Its goal is to share these wild areas with guests from all over the world, while at the same time helping to ensure the future protection of Africa's spectacular wildlife heritage and sharing the benefits of tourism with local communities. During the period under review SHARe II has made follow up visits to the Livingstone-based camp for Wilderness Safaris and provided supportive supervision to the peer educators in the dissemination of HIV/AIDS information to their peers. Although the Livingstone camp has been the most difficult with staff shunning meetings, the

situation has now changed due to management support and more staff are willing to attend the meetings. The HIV/AIDS sensitization meetings have been broadened to include other health and wellness programs. The condom distribution to staff has also gone up. The program has been able to reach out to 32 female and 91 male employees with HIV/AIDS messages.

Recruitment of Additional Tourism HIV/AIDS PPP Partners: SHARe II has contacted potential tourism businesses in the lower Zambezi and Mfuwe for the possibility of working together on the HIV/AIDS Tourism Public Private Partnership. SHARe II collaborated with Wilderness Safaris and ZAWA to help make links with these businesses. Wilderness Safaris and ZAWA have worked with SHARe and are sharing their work experiences and benefits of workplace programs and how SHARe II has helped them develop such programs. In Livingstone we have been able to recruit six new businesses namely; David Livingstone hotel, Water Front lodge, Protea hotel, Rainbow tours and lodges, Sussie and Chuma lodge and Victoria Falls University. The LTA provides coordination of the Livingstone based programs. There are more members that want to be part of the partnership and LTA is encouraging all its members to be part of the partnership. LTA coordinates both the big tourism hospitality industry and the small lodges in Livingstone.

Private Sector Small, Medium and Large Businesses, and Informal Sector Programs

In strengthening the HIV/AIDS workplace programs in the Private sector, SHARe II works with LEAD Program - Zambia Ltd (LEAD) and Zambia Health Education and Training Trust (ZHECT). LEAD focuses on the informal sector and ZHECT focuses on large to medium-sized enterprises.

LEAD Workplace HIV/AIDS Programs: LEAD uses the BizAIDS model, which mitigates the impact of HIV/AIDS on individuals, micro, small, and informal businesses as well as their employees and families and the communities in which they operate. The model addresses three elements in providing a multisectoral response to HIV/AIDS in the targeted communities namely, health, business/entrepreneurial skills-building, and asset protection. In addition, LEAD provides mobile T&C services including couple T&C. Individuals that test positive are referred to local hospitals or nearby health centers for additional HIV-related services. During the quarter under review LEAD Zambia conducted 9 BizAIDS training workshops in Luapula, Northern and Southern Provinces. The trainings included information provision and skills building on HIV/AIDS, provision of T&C services and referral to HIV care and ART for positives and referral for MC for male negatives.

In Southern Province, the team worked in three chiefdoms of Chief Mapanza, Chief Hamusonde and Chief Machila. The training conducted in these traditional areas was at the request of the traditional leaders to empower their communities with HIV/AIDS information and also address the necessary response to issues related to HIV/AIDS. In the Northern Province, the team worked with Community Market for Conservation (COMACO), which works with farmer groups providing them with farming inputs, market linkages as well as provision of extension services. These activities were conducted in Chief Mungulube and Chief Mwaba's areas, in Chinsali district

and chief Mulala in Mansa district. In addition to the workshops, LEAD Program also conducted HIV/AIDS sensitization activities in Zambezi as part of the initial mobilization of the community in readiness for the training. Through these activities' LEAD program was able to reach out to 16,035 individuals with HIV/AIDS messages and 7,163 individuals were counseled and tested for HIV and received their test results.

ZHECT Workplace HIV/AIDS Programs: ZHECT began re-engaging partners to implement workplace HIV/AIDS programs in five provinces of Zambia namely: Lusaka, Northwestern, Northern, Luapula and Copper belt provinces. Currently 15 companies are on board to work with ZHECT: Taj Pamodzi Hotel, Southern Sun Hotel-Lusaka, Lusaka Water & Sewerage Company, LASF, Kafue Sugar, Tobacco Board of Zambia, ZHECT, Kafubu Water & Sewerage Company, Chambishi Mine, Sandvick, Tazama, Kalungwishi Sugar Company, Northern Coffee Company Limited (Formerly Kasama Coffee) and Lumwana Mining company. ZHECT has also completed the recruitment of staff on the program.

SHARe II Technical Support to LEAD and ZHECT: SHARe II has worked with LEAD to strengthen their HIV/AIDS programs and Monitoring and Evaluation components. SHARe II participated in the trainer of trainers for LEAD to observe the technical competence of the trainers, and provide on the spot technical supervision and monitoring. LEAD also participated in the HIV/AIDS material review and curriculum development as part of building technical and facilitation capacity for LEAD staff. As a result of SHARe II's collaboration with and technical support to ZFE, ZFE will preferentially link their member companies to ZHECT to manage implementation of workplace HIV/AIDS programs.

Other Private Sector Workplace HIV/AIDS Program Activities - *Zambian Breweries Support Request:* SHARe II has worked closely with *Zambian Breweries*, as one key stakeholder that participated in the development of the alcohol policy. *Zambian Breweries* worked with ZHECT to implement workplace-based HIV/AIDS programs in the predecessor SHARe project. *Zambian Breweries* approached SHARe II to help support an HIV/AIDS risk assessment of their value chain distribution so that their HIV/AIDS interventions are informed by research. The value chain assessment is important for *Zambian Breweries* and would also be helpful to SHARe II as most of the value chain comprises stakeholders that SHARe II is working with through the leadership component, Ministries of Agriculture, Communication and transport and our work with the informal sector. SHARe II has asked *Zambian breweries* to do an assessment of the characteristics and geographic spread of the value chain so that SHARe II can do a cost analysis so as to come up with the cost of the analysis.

2. Expand and replicate efforts in the public sector including continued support and expansion to additional line ministries

The public sector response to HIV/AIDS in Zambia has been extremely slow and lackluster. SHARe I supported implementation of workplace HIV/AIDS programs in 4 out of 23 line ministries. A key lesson learned from this experience is that the lack of a public sector HIV response strategy and related policies are significant barriers to the response. Additionally, public sector workplace HIV programs that did not have committed management struggled, whereas those that did thrived. SHARe II will leverage SHARe I success in supporting the Inter-Ministerial Stakeholders' Forum (IMSF), and supporting the 22 line ministries to mainstream HIV into their plans and programs. Additionally, the launch of the Strategy for the Prevention and Mitigation of HIV in the Public Service in 2009 and the availability public sector HIV funding from the Global Fund are building blocks for sustainable and effective public sector workplace programs.

Government Reform of Private Sector Line Ministries

With the change of Government in September, the public sector is undergoing some reforms. The new government has decided to trim down the number of ministries. SHARe II has been working with ten of them but the reforms has either merged some ministries or diffused them into other ministries. Of the ten ministries SHARe II has been working with, the ministry of tourism, environment and Natural resource has been scraped off and its departments transferred to other ministries while the ministry of Works and Supply has been merged with the ministry of Communication and transport. The ministry of Agriculture and Cooperatives has also been merged with the ministry of livestock. These changes mean that SHARe II has to go back to the negotiation table with the new managements of these ministries to discuss implementation of HIV/AIDS workplace programs. However PSMD is helping out with the re-designed ministries to get the SHARe II activities and partnerships working. SHARe II has also continued to dialogue with the ministries and has so far met with the administration and managements of the ministries of Finance and National planning, Commerce and Industry, Communication and transport, Agriculture and Cooperatives, the Judiciary and Home affairs. With PSMD, SHARe II working and supporting the Inter-Ministerial Stakeholders' Forum (IMSF), that draws the line ministries together to mainstream HIV into their plans and programs.

Workplace HIV/AIDS Policy Review for SHARe II Partner Ministries

During the quarter SHARe II reviewed the characteristics of the new partner public sector ministries so as to best determine required the technical support activities and make them relevant to the ministry. An assessment was undertaken to determine whether or not partner Ministries had an HIV/AIDS workplace policy and at what stage it was. The ministries of Home Affairs (Prisons, Police, Immigration, Drug enforcement Commission, National Passports and

Registration), Finance, Agriculture and Cooperatives, Transport and Communication, Works and Supply, have launched their policies but have no operational plans to inform implementation of the policy while that of the ministries of Justice, Labor and Social Security, Tourism, environment and Natural Resources, Gender and development and commerce are in draft form.

Gender and Sexuality in HIV/AIDS (GESHA) and Positive Action by Worker (PAW)

The implementation of the GESHA program in the predecessor SHARe program led to greater success for public sector workplace programs. GESHA allowed open discussion of the drivers of the HIV epidemic in Zambia, including MCPs, alcohol abuse, and sexual violence against women and girls, in the context of the gender, sexuality and the cultural environment and has assisted workplaces and communities to develop HIV interventions that are relevant to their local situations to address these drivers and come up with collective and individual actions to reduce HIV vulnerability. SHARe II has built on this strength and re engaged with the Ministry of Home Affairs, and extended the same to Zambia Wild Life Authority (ZAWA), and the Ministry of Works, Supply and communication. These workplace programs have integrated the gender and sexuality approach into traditional workplace HIV/AIDS programs for greater effectiveness so as to provide a 'safe haven' where discussions on gender, culture, and sexuality can openly take place between workmates, couples and community members, without fear of sanctions from cultural standard-bearers.

GESHA Training for the Zambia Police Service in Lusaka and Ndola: During the period under review, SHARe II has conducted GESHA training and re-training meetings with new and old police stations in Lusaka and Ndola for 200 individuals. The Lusaka based Police camps that participated in the last quarter's training continued to meet and have re-organized their activities and formed support groups and income generation activities. Their meetings were affected by the Presidential and General elections as most staff from the Police was called into additional duty to keep the peace during the campaigning and election period.

Modified GESHA Program for the Zambia Prison Service Inmates: The Prison service has invited SHARe II to extend the program to inmates. This is on the public health premise that inside prison, high-risk behaviors for HIV transmission occur including same sex intercourse, sexual assault, tattooing, and the use of contaminated cutting instruments. Overcrowding, stress, and malnutrition are among many problems that compromise health and safety and these have the effect of worsening the overall health of all inmates. SHARe II is in discussions with the Prison Service to implement a modified version of the GESHA program to address unequal power relations and vulnerability to HIV/AIDS among inmates.

Positive Action by Workers (PAW): The visibility of People living with HIV in the workplace is very minimal or otherwise nonexistent in many workplaces. SHARe II is building on the previous success of the innovation of integrating the PAW program into the peer education program to

raise awareness in workplaces of the importance of safely providing opportunity for people living with HIV to get involved in HIV/AIDS programs as peer educators. The SHARe II supported Public sector ministries came together to review the PAW activities and plan further implementation and scale up of the program. There was consensus among the partners that the program needed to be supported as it would work towards breaking of the 'thick wall of silence' surrounding HIV infection in Zambia among workers, by openly showing the face of HIV in the workplace. During the quarter, an engagement meeting for PLHIV partners from various Government and Civil Society organizations that are involved in PLHIV activities was held. The recommendations from the meeting were shared and discussed with the Civil Society specialist at NAC to agree on follow-up actions. NAC is supportive of the formation of a forum that will go beyond just civil society representation but will include representation from the public and private sectors too.

Ministry of Home Affairs Workplace HIV/AIDS Programs

The ministry has several departments that participate in workplace HIV/AIDS programs. Ministry management is worried that the death rate in the Police Service is beginning to rise and they report that most of these deaths are HIV-related. The Ministry has therefore welcomed SHARe II's partnership on HIV/AIDS workplace programs and has asked SHARe II to involve the top management in all the departments in the HIV/AIDS dialogue and provide skills that are necessary to address the threat of HIV on the workforce.

Support to the Zambia Police Service Workplace HIV/AIDS Programs: The Zambia Police Service (ZPS) is the biggest department in the ministry and has been the most active in implementing workplace HIV/AIDS activities. In the period under review the department has been able to reach out to 163 males and 514 females with HIV/AIDS and GESHA interventions. The Peer education program is working well and the GESHA program is picking momentum in the old as well as new sites where the program has been scaled up.

Support to Zambia Prison Service Workplace HIV/AIDS Programs: The Zambia Prison Service acknowledges that HIV is a serious health threat for Prison population in the country, and presents significant challenges for Prison and Public Health authorities and government. HIV/AIDS complicates and exacerbates already poor prison conditions, such as overcrowding and poor nutrition. The current inmate population in the Zambian Prisons is 16000 – 17000 and 40% of this population comprises inmates on remand.

The preliminary result of the current behavioral and biomedical survey in prison settings in Zambia among Prison inmates as of 2009/2010 is that HIV prevalence is 27%. Given the high turnover of inmates and circulation back into the general populations, the prison systems constitutes a concentrated HIV/AIDS epidemic with significant impacts and implications for the general population HIV/AIDS epidemic. There is therefore a consensus within the Prison Service that Prisons are an intervention opportunity to reach a segment of the population, which is most likely

to need government services related to HIV/AIDS and is also least likely to receive them through any other channel. Without an appropriate response to HIV/AIDS in prisons, the potential consequences will be increasingly tragic for both prisoners and the communities they come from.

To address some of these challenges, the Prison has asked SHARe II to support the development of medical directorate strategic and operational plans to strengthen the health department within the service. The plan is aligned around the following thematic areas: Intensifying prevention; intensifying treatment; mainstreaming the gender and sexuality approach into the on-going HIV/AIDS interventions; mitigating the socio-economic impact of HIV/AIDS; strengthening decentralization and mainstreaming of HIV/AIDS; monitoring, evaluation and research; and advocacy and coordination

The initial in the development of the strategic plan has been done and finalization of the plan with the development of the operation will be done in the next quarter. The Zambia Prison Service administration has given due diligence to the development of this plan and got all the senior managers including the Commissioner and his deputies participating in the development of the strategic plan. The strategic plan establishes a medical directorate that will help in the coordination of health services in the prison service.

Ministry of Finance and National Planning Workplace HIV/AIDS Programs

SHARe II has held initial planning discussions with the permanent secretary of the ministry and has agreed to partner with SHARe II on workplace HIV/AIDS programs. The ministry has a public – private partnership facility and has committed to work with SHARe II to strengthen the Tourism HIV/AIDS PPP. A sensitization meeting with management is planned for the next quarter, to obtain senior management buy-in.

Ministry of Commerce, Trade and Industry Workplace HIV/AIDS Programs

The ministry of Commerce, Trade and Industry has five statutory boards. The ministry and its board do not have an active workplace HIV/AIDS program. The ministry and its board have assured SHARe II that they are serious about the program and they want to see change. One of the boards has vigorously started mobilizing its staff and management towards revamping the workplace HIV/AIDS program.

Ministry of Labor and Social Security Workplace HIV/AIDS Program

The ministry has been merged with the ministry of Youth and sport. The ministry has with collaboration with employers and workers organization has been implementing a decent work country program with the aim of responding to the HIV/AIDS challenges in the world of work and the elimination of child labor in addition to creating better employment for youth, women and people with disabilities. The ministry has asked SHARe II to participate in the tripartite consultative labor council meetings to provide guidance on inclusion of HIV/AIDS information in

its enforcement. With the re-design and expansion of the Ministry, SHARe II will support the ministry to review its HIV/AIDS interventions and support development of an inclusive workplace HIV/AIDS policy.

Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders

Under this objective, SHARe II will provide technical assistance to GRZ through NAC to improve collaboration and coordination of the HIV/AIDS response across multiple partners and stakeholders, including providing support for joint-planning, developing and maintaining a monitoring system that will track leadership, legal and policy environment strengthening, coordinating structures strengthening activities, and support to improve monitoring and evaluation for national HIV/AIDS activities.

I. Support Joint Planning with and Buy-in of Programs of HIV Implementers and Stakeholders to GRZ Plans and Strategies

With a mature HIV/AIDS epidemic that has stabilized at a very high HIV prevalence rate, and with limited resources to manage the response, there is a high premium on efficient and effective response coordination and management to ensure quality and equitable service provision to PLHIV and those affected by the epidemic, and to break the cycle of HIV transmission and prevent new infections. To achieve this, there is need to have a clear and publicized HIV/AIDS response strategy, backed by an effective system of communication and information flow between the MOH and NAC on the one hand and other key stakeholders in the response including donors, NGO implementing partners, civil society, the private sector and the public sector.

SHARe II believes that some of the current coordination and management challenges in NAC are related to inadequate communication with donors, implementers, GRZ and other players. We will support NAC to host regular stakeholder meetings (2-3 times per year) at the national level and in selected focus districts to provide updates on the state of the national and local HIV/AIDS responses, respectively, and gather input from participants to help improve performance.

The expected result from this support is that donors, implementers and other key players in the response, at both national and sub-national levels, will become more aware of the policy, strategic, operational expectations and milestones of NAC in the HIV/AIDS response, and align their policies, strategies, and action plans to NAC through joint planning, and regular and improved communication.

Support to NAC Coordination of the National HIV/AIDS Response

During the previous quarter SHARE II NAC requested SHARE II to develop a concept paper on the implementation of the HIV/AIDS Stakeholders Forum. The concept paper was developed and circulated to the USG for comment before it was later submitted to NAC for comment and action. SHARE II will follow-up with NAC during the next quarter to work on next steps.

III. Monitoring and Evaluation

During the quarter under review, the fourth team member joined the unit as the M&E Specialist in July 2011. Each of the four technical task teams has a dedicated M&E staff member assigned, acting as part of the technical team in an effort to integrate the M&E as part of all project activities. The communications and documentation specialist position remains open despite two hiring efforts because the potential applications have not met the requirements of the position.

SHARE II provided technical support to external partners and to SHARE II Secretariat technical units as reported below:

SHARE II M&E Support Activities to the Secretariat

The M&E unit worked on revising and clarifying the indicators that SHARE II and its partners will collect and report on a regular basis. The revision involved adjusting and setting indicator targets and then determining the mode, frequency and method of data collection.

In an effort to create a uniform ongoing data collection and reporting M&E system, the technical requirements of a data management system to improve SHARE II's efficiency in program management were specified in collaboration with a consultant. The system will be housed at SHARE II and will include data collection, analysis and reporting. This data management system will electronically capture the sets of tools and indicators be used to support the data collection and program management needs of the project staff. The first version of the database will be ready for testing early in quarter 4 and it is expected that it will be fully operational when a proper computer network and server are acquired.

M&E staff has been working on developing materials to support data collection forms for all technical areas. These include training materials on Monitoring and Evaluation that will be used as presentations and hands-on workshops with a variety of audiences including internal SHARE II staff and its partners. Secondly, data collection forms for both partners and the SHARE II Secretariat were developed and circulated to start reporting on their activities to SHARE II. These data

collection forms focus on tracking activities by both PEPFAR and SHARe II-only indicators. Additionally, a policy-tracking tool has been developed to monitor progress in legislation and a gender score card has also been adapted from NAC and GIDD.

During the period under review the M&E unit began to design a baseline study, which will establish reference data for the various project components. This will include qualitative Focus Group Discussions and Key Informant interviews using a Leadership assessment tool, support group interview tool and checklist for leadership engagement all of which establish a baseline for evaluating Task I work with various types of leadership. There is also a quantitative component to the baseline evaluation efforts primarily focused on SHARe II's work in Task 3, which are surveys of a sample of public and private sector workplace employees and HIV focal point people in those workplaces. Planned implementation for the workplace study will be in November whereas the other data collection will be ongoing as needed. A protocol has been drafted and will be submitted to a local IRB for ethical clearance in the 4th quarter.

Support to SHARe II Partners

NAC: During the quarter, the SHARe M&E unit provided TA and continued to support the NAC M&E directorate as a participant in the M&E Theme group, and two of the staff participated and gave feedback to the NAC JAPR review.

LEAD: The M&E unit provided technical assistance to Lead in developing their assessment tools for both their trainers as well as the trainees. These tools are now being tested as part of LEAD's BIZ-AIDS model and the results will be reported in the 4th quarter 2011. LEAD also worked with SHARe II to provide input on indicator targets for the COP and provided input on the partner data collection tools.

ZARAN: The M&E unit provided support to ZARAN as they develop tools for data collection. Support in this area is still ongoing.

ZINGO: During the quarter under review, the SHARe II M&E team participated in the interview and hiring process for the ZINGO M&E specialist; provided technical assistance in designing the internal evaluation study and terms of reference to be used in hiring a consultant to conduct an evaluation of ZINGO's previous implementation of the previous strategic plan; and participated and conducted sections of the ZINGO training of program managers in M&E for gender activities.

ZHECT: ZHECT worked closely with SHARe II in developing with partner data collection tools. ZHECT started working with SHARe II on the upcoming baseline study where the workplace component will be conducted jointly.

IV. Finance and Administration

Contract Award, Planning & Budgeting

The contract was signed by USAID on November 9, 2010 and by JSI on 15 November 2010. The obligated amount received on award is \$5,950,000 to fund the project beyond December 2011.

Country Operating Plan 2012

The SHARe II Country Operating Plan narratives and completed template was submitted to USAID on 6 September 2011.

Start Up Delays

The project is still experiencing delays in receiving USAID approval for the purchase of computers, computers, networking and Internet equipment. This delay is having a critical impact on the Projects ability to work effectively and is also delaying work by the sub-partners who have computer equipment pending in the same request. A summary update of approvals – both received and pending are included in Appendix I this report.

SHARe II Work-Plan

SHARe II resubmitted the Annual workplan including the proposed detailed travel schedule for the year to USAID on June 13, 2011 and received COTR approval for this workplan on 16 August 2011. As SHARe II continues to implement the approved workplan, it also continues to assess and determine which activities may not take place before January 2012 – this is mostly related to start-up delays and the disturbance to public sector workplace HIV/AIDS programs implementation due to the re-design of Ministries by the new Government and also the changes and reshuffles in Ministries top management.

Staffing and Recruitment

Key Personnel

All key personnel remain in post and no changes in key personnel are envisaged in the near future.

Other Local Hire Staff

Most of the local hire staff positions have now been filled. The posts remaining to be filled are as follows:

Office Assistant and two Drivers: Following clarification received from the Contracts Officer that salaries for administrative staff within the project budget did not require Contracts Officer approval, the office assistant and additional driver have been recruited since the end of the reporting period. The process of recruiting one final driver is ongoing.

Senior Manager Policy & Legislation, and Policy Manager: During the reporting period the Senior Manager Policy & Legislation resigned and left the project at the end of the quarter. The recruitment process for her replacement is ongoing and the recruitment of the Policy Manager will be delayed until such time as the Senior Manager Policy and Legislation is in place and the skill-set requirements for this position can be better assessed.

Communications and Documentation Manager: The recruitment process is ongoing for this position. To date no suitable candidates have been identified.

Admin Manager: The Administration Manager resigned and left the project to join another USG project at the end of the quarter. The recruitment process for his replacement is ongoing.

Project Offices

The SHARe II project offices, including the conference unit are now complete, furnished and fully functional for use, with the exception of network and computer facilities. The project address is: Stand # 45/5/B, Incito Office Complex, Reedbuck Road, Kabulonga.

Procurement: Vehicles and Equipment

Project Vehicles

The problems with the two Toyota Prados were resolved during the quarter; they completed the Pre-Delivery Inspection (PDI) and clearance; registration is now in progress. As soon as the registration process is completed one of these vehicles will be handed to ZARAN. The Toyota Hilux was handed over to ZHECT at the end of the quarter.

Computers and IT requirements

SHARe II has submitted a request for approval of non-expendable property including computers, printers, servers, installation of LAN, telephone network, and software, to USAID and was still waiting for approval to go ahead with this procurement at the end of quarter. Following advice from USAID that contract officer 'Consent to Subcontract' was not required, SHARe II has contracted a local company to start providing some IT support and maintenance, pending approval of the purchase of computers and equipment.

Aside from the few start-up computers that were approved earlier, many of the current SHARe II staff continues to rely on personal computers where they have them, and the project is utilizing temporary Internet access arrangements. This continues to be an inefficient, inappropriate, and a risky situation for managing project work and information.

Sub-Partners

Local Sub Partners: ZHECT, ZINGO, LEAD Zambia, ZARAN

Activities under grants to ZINGO, LEAD, ZHECT and ZARAN are all ongoing.

ZHECT has begun the process of contracting an audit in accordance with the USAID “Guidelines for Financial Audits Contracted by Foreign Recipients (Guidelines).” All prime partners have agreed and signed a Letter of Understanding to agree how the Prime Partner supervision of this audit will be coordinated.

The computer equipment approved in each of the sub-partners budget is included in the NXP request to USAID, which is still pending approval.

Finance-Tracking

Expenditure Analysis of PEPFAR Programs in Zambia

SHARe II took part in a pilot Expenditure Analysis of PEPFAR Programs in Zambia directed by the Zambia PEPFAR Coordinator’s Office. SHARe II prepared analysis and submitted reports for the requested period and has revised some of its internal tracking systems and tools in anticipation of this reporting requirement in the future.