

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



Quarterly Report
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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	3
Preliminary Discussions with MOH regarding Tracking Local Resource Allocation for HIV/AIDS	3
Engaging Parliamentarians in HIV/AIDS Advocacy, Resource Allocation and Leadership	3
Support to Local NGO-Partner ZINGO	3
2. Improve the Policy and Regulatory Environment	4
Stakeholders Consultative Meeting on the National Alcohol Policy.....	4
Support to Local NGO-Partner ZARAN.....	4
Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response	5
Support to the Network of Zambia People Living with HIV	5
Objective 3: Strengthen and expand HIV/AIDS workplace programs;	6
Defining the SHARe II HIV/AIDS Workplace Programs Core Package.....	6
Pre award assessment for Local NGO Partners LEAD and ZHECT	6
The Tourism HIV/AIDS Public-Private Partnership	6
Engaging Leadership for an Enhanced Workplace-based HIV/AIDS Response	7
Memorandum of Understanding (MoU) with Wilderness Safaris Zambia	7
The National HIV/AIDS Workplace Policy	7
Program re engagement meetings with the Public sector HIV/AIDS workplace programs	8
Development of training guides for Peer education and the GESHA programs	8
Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders.....	8
Presentation on the SHARe II Project to the National HIV/AIDS/STI/TB Council (NAC)	8
III. Key Project Start-up Activities Undertaken During the Quarter	9
Contract Award, Planning & Budgeting.....	9
Start Up Delays	9
SHARe II Work-Plan	10
Staffing and Recruitment.....	10
Project Offices	11
Procurement: Vehicles and Equipment.....	11
Sub-Partners.....	11
IV. Appendices	12
Appendix 1	12
USAID Approval Requests Tracking Sheet	12

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 and 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 9 (SO9): Reduced impact of HIV/AIDS through Multi-Sector Response. The program will work through strategic coalitions and partnerships with the National AIDS Council (NAC) and other stakeholders to support Zambia's HIV/AIDS response efforts, and contribute towards the attainment of the GRZ'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 PLWA 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.

1. Strengthen and Expand Leadership Involvement

During the quarter under review SHARe II carried out a number of activities with key HIV/AIDS Leadership stakeholders to lay the groundwork for full-scale implementation once project staff is hired and in place, including the following:

Preliminary Discussions with MOH regarding Tracking Local Resource Allocation for HIV/AIDS

A key mandate of the SHARe II project is to support advocacy and leadership efforts towards increased local resource allocation towards the HIV/AIDS response. SHARe II will work with Members of Parliament and Traditional Leaders to support them to advocate for more resource allocation to HIV/AIDS. To this end, baseline information of current trends of resources allocated to HIV/AIDS is necessary to facilitate tracking over time. During the quarter under review, SHARe II met with the Director Planning at MOH and his staff to discuss ways of tracking local resources allocated to HIV/AIDS. MOH is willing to collaborate with SHARe in this activity, as the information generated would be very useful to the MOH as well. A plan of activities is being drawn up to guide this collaborative effort and process.

Engaging Parliamentarians in HIV/AIDS Advocacy, Resource Allocation and Leadership

Recognizing the important role that Members of Parliament play, the SHARe project which ended in September 2010, worked with the Coalition of African Parliamentarians Against HIV/AIDS CAPAH - Zambian Chapter (CAPAH-Zambia) to build MPs' capacity to provide HIV/AIDS leadership and also to enhance their understanding of HIV/AIDS issues. SHARe II is building on this work to further build the capacity of leaders to deal appropriately with issues related to HIV/AIDS. SHARe will train MPs in advocacy, leadership and improve their ability to pass on correct HIV/AIDS messages. SHARe II has drafted an MOU between SHARe and CAPAH-Zambia, and has written to the Clerk of the National Assembly to seek audience with her to clarify roles and help outline the expectations and responsibilities of the two groups in their collaborative work.

Support to Local NGO-Partner ZINGO

Pre award assessment:

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. At the beginning of the quarter under review, SHARe II carried out a pre award assessment of ZINGO to determine its

suitability and readiness to receive funds to carry out the HIV/AIDS leadership and advocacy tasks outlined in its scope of work.

Review of ZINGO Work plan and Assisting ZINGO with staff recruitment:

SHARe II staff met with ZINGO to review the work plan, look at areas of collaboration, timing of activities and to discuss the areas of the work plan that SHARe II will fund. This has resulted in better understanding of how SHARe II will support and work collaboratively with ZINGO to carry out HIV/AIDS Leadership and Advocacy work. SHARe II also assisted ZINGO to shortlist candidates for recruitment of the ZINGO HIV/AIDS Leadership Program Officer. Interviews will be carried out in the next quarter.

2. Improve the Policy and Regulatory Environment

During the quarter under review, SHARe II carried out the following activities in the Policy and Regulatory environment area:

Stakeholders Consultative Meeting on the National Alcohol Policy

SHARe II continued its support to the Ministry of Health in formulating the National Alcohol Policy. This support builds on preliminary work that had been started in the previous SHARe project, to move the policy formulation process forward. Building on consultative meetings held with the MOH and Zambian Breweries (a major representative of the alcohol industry), a large-scale stakeholder meeting was held at Golf View Hotel on March 5, 2011 to foster consensus-building around the existing draft National Alcohol Policy, and seek the views and inputs of key players and stakeholders in order to strengthen the policy and then come up with the way forward.

Working in collaboration with the MOH, SHARe II has assisted in the development of a clear alcohol policy formulation roadmap; in constituting a technical committee for in depth work on the policy; and ensuring stakeholders are updated on progress and the way forward. Terms of reference for the technical committee have been developed and the agenda for the next stakeholders meeting drawn up.

Support to Local NGO-Partner ZARAN

Pre award assessment:

At the beginning of the quarter under review, SHARe II carried out a pre award assessment of ZARAN to determine its suitability and readiness to receive USG funds to carry out the HIV/AIDS policy and regulatory tasks outlined in its scope of work.

Review of the ZARAN Work plan:

SHARe II staff met with ZARAN to review the work plan, look at areas of collaboration, timing of activities and to build a better understanding of how SHARe II will support and work collaboratively with ZARAN to carry out HIV/AIDS policy and regulatory environment work.

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.

Support to the Network of Zambia People Living with HIV

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 quarter under review 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. The following activities have been agreed upon between SHARe II and NZP+:

- Organizational Capacity Assessment and development of the NZP+ Capacity Development Plan based on findings from the OCA
- Development of the NZP+ 2011 -15 NZP+ Strategic, with clear vision, mission, objectives and strategies and development of the NZP+ Operational Plan
- Development of the NZP+ Monitoring and Evaluation System with indicators and targets to facilitate performance measurement
- Support to develop the NZP+ resource mobilization plan
- Support to improve leadership and governance procedures
- Support in the revision of the NZP+ Constitution, Structure and Staffing, including resuscitation of NZP+ Board sub committees

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.

Defining the SHARe II HIV/AIDS Workplace Programs Core Package

SHARe II seeks to build on Workplace-based HIV/AIDS strategies that have proven to work and has plans to work collaboratively with all its partner implementers to define and build common understanding what constitutes an HIV/AIDS workplace program. During the quarter under review the project worked with partners to define a core package of services for workplace programs including the development of training packages. A concept note has been written providing information on how the scale-up of the HIV/AIDS workplace program in the private, public and in formal sectors will be done.

Pre award assessment for Local NGO Partners LEAD and ZHECT

In strengthening the HIV/AIDS workplace programs in the Private sector, SHARe II will work with LEAD Program - Zambia Ltd (LEAD) and Zambia Health Education and Training Trust (ZHECT). Local NGO partner LEAD will work with informal sector and small enterprises to provide technical support to implement HIV/AIDS workplace programs and build entrepreneurship skills, to enable these small businesses to appropriately respond to HIV/AIDS and manage successful businesses. Local NGO partner ZHECT will address HIV/AIDS in formal private sector workplaces (small, medium and large businesses) to strengthen and build capacity for management and staff to appropriately address HIV/AIDS in the workplace. In the period under review SHARe II conducted a pre award assessment for both organizations to determine their suitability and capacity to carry out these activities. Both ZHECT and LEAD Zambia Ltd passed the assessment and have been awarded the project.

The Tourism HIV/AIDS Public-Private Partnership

In SHARe I, the Tourism HIV/AIDS Public-Private Partnership was strengthened to not only address HIV/AIDS in their workplaces but also to support HIV/AIDS corporate/social responsibility activities, including HIV/AIDS social mobilization in surrounding communities. Building on progress made in the SHARe project, SHARe II started the re-engagement process with the partners to strategize on the way forward with workplace programs. All the partners who participated under SHARe are willing to reengage with SHARe II in carrying out HIV/AIDS workplace programs. SHARe II is therefore reviewing its strategy and defining a workplace package of core interventions and services that will effectively address the HIV/AIDS programming gaps identified in SHARe I. The core package of services will include among others, Policy development and implementation, Peer educator training, program coordination, provision of

Information, education and communication materials, provision of medical insurance and sensitizations meetings so as to address HIV/AIDS with a comprehensive package of services.

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

SHARe II is interested in supporting sustainable HIV/AIDS workplace programs and has decided to engage strategic partners right from project start-up towards this goal. During the quarter under review, meetings aimed at obtaining partner buy-in were held, 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. Introductory meetings were held with Zambia Federation of Employers (ZFE), Public Sector Management Division (PSMD) and Zambia Congress of Trade Unions (ZCTU) representatives.

Memorandum of Understanding (MoU) with Wilderness Safaris Zambia

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. Wilderness Safaris Zambia started in early 2006 and to date employs approximately 240 staff in the Kafue National Park, South Luangwa National Park, Livingstone and the Head Office in Lusaka. A lot of the staff are on seasonal contracts and return to their villages for farming during the rains. Wilderness safaris' challenge is that they lose contact with their staff during this period. With SHARe support WSZ developed an HIV/AIDS workplace program covering all its 9 camps where peer educators were trained, provided HIV/AIDS sensitization and VCT services for all of its staff and management.

An MOU is being drafted to provide guidance for program implementation with a scope of work that will provide skills for program development and implementation through the training of peer educators amongst management and general staff, formation of Positive Action by Workers - PAW (a support group of workers living with HIV/AIDS that has led to more effective HIV/AIDS programs in workplace by addressing issues of informed disclosure and prevention with positives) and mainstreaming of HIV/AIDS interventions to communities where staff are drawn from including work tailored HIV education with Children in the Wilderness. The Children in the wilderness program provides HIV/AIDS information to young people in primary schools that fall within the game management areas of the National parks where WSZ operates.

The National HIV/AIDS Workplace Policy

The National AIDS Council has mandated the ministry of Labor and Social security to develop an all-inclusive National HIV/AIDS workplace Policy with support from the International Labor Organization (ILO). SHARe II is working with the Ministry and ILO to provide technical expertise on the formulation of the Policy. SHARe II also participated in the formulation of the terms of reference and recruitment of the consultants who will facilitate the development of the policy. Two consultants have been selected and a road map is being developed to show how the process of development will be done. SHARe II will continue

to play a key role to make sure that the process of developing the policy has a wide consultation with key stakeholders among workplace NGOs as well as workplaces in both the private and public sectors.

Program re engagement meetings with the Public sector HIV/AIDS workplace programs

SHARe II has started the re engagement process with the public sector to resume the implementation of the HIV/AIDS workplace programs. SHARe II will work with 8 ministries ((Ministries of Home Affairs, Agriculture and cooperatives, Labor and Social Security, Tourism Environment and Natural Resources, Works and Support, Transport and Communications, Justice, and Gender in Development Department). Initial discussions have seen a great motivation for the ministries to do HIV/AIDS programming. However SHARe II also wants to achieve Cabinet Office buy-in so that the PSMD can buy into the implementation strategy and develop strong mechanisms for coordination and sustainability.

Development of training guides for Peer education and the GESHA programs

SHARe II has noted that there are a lot of trainings going on by different organizations on peer education and other HIV related topics, but also that there is no uniformity of the training materials used, making it difficult to assess quality of information or training standards. SHARe II and its implementing partners have started consultations on developing a training guide for peer educators, integrating the gender and sexuality approach in HIV/AIDS training, and promoting greater involvement of workers living with HIV in workplace HIV/AIDS programs through Positive Action by Workers (PAW). During the period under review, SHARe II has spent some time collecting information and developing training materials that will then be used as training guides and manuals.

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.

Presentation on the SHARe II Project to the National HIV/AIDS/STI/TB Council (NAC)

During the previous quarter and shortly after the start-up of the SHARe II project, the SHARe II COP, DCOPs and senior project staff paid a courtesy call on the NAC Director General. At that meeting, it was agreed that there was need for the SHARe II project to develop a concept paper broadly explaining its scope of work and in particular, the scope of related to proposed collaborative work with NAC. It was later agreed that it would be helpful to have a detailed presentation of the project activities to NAC and its staff to facilitate smooth implementation and collaboration.

During the quarter under review, on March 29, 2011, SHARe II staff made a detailed presentation of the project to the NAC senior management and NAC staff, including the NAC Director General. The main objectives were as follows:

1. Present the SHARe II project Scope of Work to NAC
2. Identify and agree common areas of programmatic implementation
3. Identify and agree areas of collaboration
4. Agree on areas where NAC requires enhanced SHARe support

During the meeting, the NAC DG explained to the NAC staff that the SHARe II scope of work is in conformity with the National HIV/AIDS Strategic Framework (NASF 2011-2015), and the National operational Plan (NOP), and is part of the USG and GRZ Partnership Framework.

Areas in which NAC required immediate support were outlined, and include the following:

- Request by NAC for SHARe II support in the process of restructuring NAC so that it is better positioned to coordinate the national HIV/AIDS response. During the next quarter SHARe II will consult broadly, including with JSI and USAID, and come up with a proposed approach to the restructuring of NAC.
- Organizational Capacity Assessments (OCAs) for both NAC and its decentralized structures, and support in strategic and operational planning and joint annual program review.

Also during the next quarter, SHARe II will prepare and present an over-arching MOU for NAC's review to guide implementation of collaborative activities.

III. Key Project Start-up Activities Undertaken During the Quarter

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 and this is expected to fund the project beyond November 2011.

Start Up Delays

The project is experiencing a number of delays that are hindering a smooth and speedy project start up. These delays are related in most cases to the lengthy process for receiving the USAID approvals required under the terms of the SHARe II contract. Such delays will have impact on JSI's ability to meet Project deliverables and this has been communicated to USAID formally. A summary update of approvals – both received and pending are included in Appendix 1 this report.

SHARe II Work-Plan

SHARe received email feedback on the Annual workplan that was submitted to USAID on December 15, 2010, on 12 April 2011. The SHARe staff team is currently working on revisions to the workplan in light of the comments received.

Staffing and Recruitment

Key Personnel

Currently, subject to final negotiation of terms and conditions of service, all key personnel have confirmed their availability to the project and have been available to the project throughout the reporting period. Work Permits are in place for expatriate staff.

Other Local Hire Staff

During the reporting period considerable time was spent reviewing job applications, short-listing candidates and conducting interviews. Candidates have been selected for the majority of SHARe local hire positions. Where USAID approval is not required SHARe has moved forward with recruitment.

The Senior Manager – HIV/AIDS Leadership and the HIV/AIDS Leadership Officer were approved as additional positions on the SHARe staff team, in addition to those approved in the task order.

All selected candidates where proposed salaries were either greater than budget or provided an increment greater than 5% on current or previous earnings have been submitted to USAID for Contracts Officer Approval as requested by the Contracts Officer in the meeting of 1 February 2011.

However, recruitment continues to be a slow process mainly due to the extensive length of time taken by USAID to provide feedback on salary approval requests. Unfortunately by the time approvals were received on the initial salary approvals request, 37 days after it was submitted on the 7 February, one of the key technical staff members had taken up another position.

The second batch of salary requests, submitted also took 37 days before formal feedback from the Mission was received. In this case 3 of the proposed salaries were rejected and will need to be revisited.

Where it is feasible, SHARe continues to hire staff on short-term consultancy basis to assist move the project forward and meet project deliverables. However where selected candidates are currently in employment or would require relocating to Lusaka to work on the project, this is not possible.

Whilst some staff have been hired on a full time basis during April and more anticipated to join before the end of the next reporting period, it is anticipated that it may be necessary to re-advertise some positions and continue with the recruitment for some time before SHARe II is able to hire a full compliment of staff.

Project Offices

SHARe II received USAID approval for the project offices on Reedbuck Road at the end of the reporting period on 30 March 2011. The project is currently proceeding with facilities, furniture and equipment to ensure an effective working environment.

Procurement: Vehicles and Equipment

Vehicles:

Approval requests for procurement of 8 vehicles were submitted to USAID and approvals were received. Orders have been placed and delivery is expected in the forthcoming quarter.

Computers and IT requirements:

Proposal responses to the RFP issued in January for supply of servers, installation of LAN, telephone network, hardware and software is currently being evaluated. Final selected proposed contractor will be submitted for USAID consent to subcontract in the forthcoming quarter.

SHARe received NXP approval was received for a small number of computers requested to enable rapid start up and M&E requirements. Project still awaits approval for additional computers and equipment for which NXP approval has been requested.

Sub-Partners

Initiatives Inc. Subcontract

A subcontract was awarded to Initiatives Inc during the quarter.

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

JSI received notification from the COTR on 1 March 2011, that USAID had approved the GUC process for the SHARe contract.

SHARe submitted the SHARe II Grants Management Guidelines in terms with the schedule of Contract deliverables on 15 February 2011.

SHARe proceeded with grants to the 4 local partners approved in the task order, as named above in accordance with procedures laid out in the SHARe Grant Management Guidelines and in accordance with budgets and proposed programs set out in the contract.

Grants to ZHECT, ZINGO, LEAD and ZARAN have all been signed as of 1 March 2011 and start up activities commenced in the period under review.

IV. Appendices

Appendix 1

USAID Approval Requests Tracking Sheet

As at 29-Apr-11

Number	Description	Date Submitted to USAID	Approval/Authorization Dated	Approval/Authorization Received	Status	Tracking (Days)	Responsible	Awaiting	Days Pending
1	Request for authorization to sub-grant to local partners (general - non specific subrecipients)	02-Dec-10		01-Mar-11	Authorized COTR Email	89	COTR		N/A
2	SHARE II Annual Workplan	15-Dec-10			Feedback received 8/4/11	115	COTR	USAID Approval	N/A
3	NXP for rapid start-up	25-Jan-11	31-Mar-11	01-Apr-11	Approved	66	CO		N/A
4	NXP for M&E Director	25-Jan-11	31-Mar-11	01-Apr-11	Approved	66	CO		N/A
5	Notes on start-up meeting with USAID: CO, Acquisition Specialist, COTR and SO9 Team Leader	01-Feb-11			Pending		CO	Confirmation that notes are correct and can be used to guide implementation of SHARe II project	87
6	NXP threshold for SHARe II	03-Feb-11			Verbally confirmed by COTR 3/3/11	30	CO	Written CO confirmation of threshold	N/A
7	Staff Salaries approval request I	07-Feb-11	16-Mar-11	16-Mar-11	Approved	37	CO		N/A
8	Change to organogram request	07-Feb-11	08-Mar-11	08-Mar-11	Approved	29	CO		N/A
9	Office Lease: Request for consent to subcontract	08-Feb-11	30-Mar-11	30-Mar-11	Approved	50	CO		N/A
10	Request for approval to Purchase 8 project vehicles	07-Feb-11	09-Feb-11	09-Feb-11	Approved	2	CO		N/A
11	Request for notification of alternate COTR for SHARe II	15-Feb-11			Pending		CO	Written Notification of alternate COTR	73
12	NXP for start up and long-term implementation	15-Feb-11			Pending		CO	CO Approval	73
13	Request for Commissary access for SHARe II M&E Director	08-Mar-11		05-Apr-11	EXO email advise via COTR received	28	EXO		N/A
14	Request for letter to clear household goods for M&E Director	08-Mar-11		18-Mar-11	Letter received	10	EXO		N/A
15	Request for letter to purchase motor vehicle for M&E Director	16-Mar-11		28-Mar-11	Letter received	12	EXO		N/A
16	Staff Salaries approval request II	21-Mar-11		27-Apr-11	Some approved 3 requested salaries changed	37	CO		N/A