

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



Quarterly Report
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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. Principal Implementation Strategies and Expected Results by End of Project (EOP) by Objective

During the quarter under review SHARe II undertook strategic planning and work planning to map out the broad strategies for program implementation and to outline key activities that will take place during year one of program implementation. The Key implementation strategies are outlined below, while a more detailed work plan was submitted to the Zambia USAID Mission on December 15, 2010.

Objective 1: *Principal Implementation Strategies and Expected EOP Results*

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.

Objective I: Principal Implementation Strategies

SHARe II's principal implementation strategies under Objective 1 are as follows:

Actively engage and mobilize (catalyze) leadership (MPs, GRZ, Traditional, Religious, PLWA and Other Influential Leaders) to increase participation in HIV/AIDS activities

- 1 Identify and assess and foster leadership commitment and capability
- 2 HIV/AIDS Leadership Messages Toolkit development and roll-out
- 3 Provide support for increased HIV/AIDS advocacy

Strengthen the capacity of legal and policy players and entities to formulate and implement HIV-related laws and policies

- 1 Strengthen the HIV-related legal environment
- 2 Strengthen and improve the HIV-related policy environment
- 3 Support HIV internal and external mainstreaming in the public sector
- 4 Support advocacy to improve HIV legislation, policy formulation and resource allocation
- 5 Capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases

Objective 1: Expected Results by EOP

Table 1 below shows the expected SHARe II results by EOP under Objective 1.

Table 1: Expected SHARe II results under Objective 1 by 2015

Objective 1: Expected SHARe II Results by 2015
<ul style="list-style-type: none">▪ Standardized HIV leadership talking-points developed and translated into five local languages▪ 200 leaders trained in HIV response leadership and advocacy▪ 2,000 judiciary and law enforcement officers trained in HIV-related case management▪ All public sector ministries have workplace HIV policies that mainstream gender▪ 10% of the 32 identified HIV-related pieces of legislation have advanced at least two levels from baseline in the legislation process, and Domestic Violence bill passed

Objective 2: Principal Implementation Strategies and Expected EOP Results

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.

Objective 2: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 2 are as follows:

Strengthen the capacity of NAC to coordinate the national response

1. Strengthen capacity of NAC to plan, manage and coordinate the national response
2. Support the development/use of tools and guidelines for management and coordination
3. Support the use of data and other best practices to improve program implementation at provincial and district levels

Strengthen the capacity of PATFs, DATFs to coordinate the provincial and district level response

1. Strengthen capacity of PATFs and DATFs to plan, manage and coordinate the response through an OCA-certification process
2. Support the development/use of tools and guidelines for management and coordination
3. Support the use of data and other best practices to improve program implementation at provincial and district levels

Strengthen the capacity of selected civic society organizations (CSOs) to coordinate, manage and implement the national response

1. Strengthen the systems (financial management; M&E; policy; planning; and documentation) of selected national umbrella organizations (such as NZP+, ZINGO) to expand HIV/AIDS programs implemented by their affiliates/members
4. Strengthen the capacity of selected CSOs to implement HIV/AIDS programs through an OCA-certification process
- 2.
3. Support the use of data and other best practices to improve program implementation

Objective 2: Expected Results by EOP

Table 2 below shows the expected SHARe II results by EOP under Objective 2.

Table 2: Expected SHARe II results under Objective 2 by 2015

Objective 2: Expected SHARe II Results by 2015
<ul style="list-style-type: none">▪ 75% assisted organizations demonstrate improved capacity to meet defined performance standards▪ 85% individuals trained demonstrate improved capacity to meet defined performance standards▪ 50% supported organizations have written and implemented referral networks M&E procedures▪ 1,500 trained in HIV-related institutional capacity building▪ 150 local organizations provided with HIV-related institutional capacity building

Objective 3: Principal Implementation Strategies and Expected EOP Results

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.

Objective 3: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 3 are as follows:

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

1. Support to medium and large private sector workplace programs
2. Support to small private and informal sector workplace HIV programs
3. Support to the tourism HIV Public-Private Partnership

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

1. Support public sector leadership and management
2. Support line ministry workplace HIV programs

Objective 3: Expected Results by EOP

Table 3 below shows the expected SHARe II results by end of project under Objective 3.

Table 3: Expected SHARe II results under Objective 3 by 2015

Objective 3: Expected SHARe II Results by 2015
<ul style="list-style-type: none">▪ 30% of supported public and private sector workplaces and 12% of informal sector workplaces will have HIV policies and programs with at least one of the four of the critical components▪ 10% employees exposed to workplace HIV prevention programs demonstrating a reduction in sexual risk behaviors after 3 years▪ 68% employees had HIV testing in the last 12 months and know their HIV status▪ 400,000 people reached with workplace programs with at least one of four critical components▪ 8,000 individuals reached with individual or small group prevention interventions

Objective 4: Principal Implementation Strategies and Expected EOP Results

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.

Objective 4: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 4 are as follows:

Support joint planning with and buy-in of programs of HIV implementers and stakeholders to GRZ plans and strategies

1. Provide technical support to review the National HIV/AIDS Policy
2. Provide technical support to HIV response coordination and technical support

Facilitate the development of a common M&E framework for national HIV activities.

1. Obtain consensus from stakeholders on reporting framework
2. Provide technical support for implementation of reporting framework

Establish and maintain a mechanism for tracking leadership, legal and policy environment strengthening, coordinating structures strengthening activities

1. Develop system and/or database for tracking leadership, legal and policy activities
2. Maintain tracking system

Objective 4: Expected Results by EOP

Table 4 below shows the expected SHARe II results by end of project under Objective 4.

Table 4: Expected SHARe II results under Objective 4 by 2015

Objective 4: Expected SHARe II Results by 2015

- 75% planned NAC 'state of the HIV response' updates held
- A common NAC M&E framework for reporting for national HIV activities developed
- A simple tracking system on leadership, legal and policy environment strengthening, coordinating structures strengthening activities developed
- 85% workers in USG-funded bilateral programs report access to a defined menu of comprehensive health services, through workplace programs.

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 through November 2011.

Project bank accounts were opened in Zambia by 17 December 2010.

Project Name and Branding

With USAID mission agreement, JSI requested approval for the project name to be changed from “LEAP Zambia” per the contract to SHARe II with a new logo similar to the former SHARe logo. Approval for both the name and the logo was received on December 9, 2010.

A final branding and marking plan was submitted on November 29, 2010 and this received USAID Contract Officer approval on December 9, 2010.

Project Launch

SHARe II contributed to the planning and organization of, and participated in a combined five-project launch on 15 December 2010, together with four other new USAID projects: Compact, STEPS OVC, CSH, and ZISSP. The project launch was held at Bauleni Basic Primary School, in Bauleni Compound. All projects had an allocated a booth and SHARe II displayed an outline of the new project on a pop-up banner. All SHARe II key personnel (with the exception of the M&E Director) and short-term hired staff were present at this Launch.

The launch was attended by the US Ambassador, Ambassador Mark Corelli, representing the USG, while the guest of honor was the Deputy Minister - Ministry of Health, Hon Chris Kalila, MP, represented by the Director of Health Services Dr Victor Mukonka. Entertainment was provided by several performance artistes including Amayenge Ensemble, Mozegater, and Petersen, all trained by the SHARe II predecessor project SHARe, as HIV/AIDS ambassadors and advocates. VCT Health and Eye checks were some of the services provided and there was an excellent turnout to the event from the community.

SHARe II Work-Plan

SHARe II key personnel, together with representatives from JSI home office, Initiatives, and local sub partners ZHECT, ZINGO, ZARAN and LEAD spent time together in November and early December reviewing the Project Description and Statement of work and preparing inputs for the first year Annual Workplan. The first Annual Workplan was submitted to USAID on December 15, 2010.

Staffing and Recruitment

a) Key Personnel

All key personnel were notified about the award as soon as this was signed by JSI and reported for work by 17 November 2010. Currently, subject to final negotiation of terms and conditions of service, all key personnel have confirmed their availability to the project. All key personnel were already in Zambia at this time except for Ms Kim Watson, the SHARe II M&E Director. Kim came on a short-term one-week assignment to assist with work planning and other start up activities in on 28 November. Kim is due to arrive in Zambia to start on the project full time on 14 February 2010. Work permit applications are in process.

b) Other local hire staff

JSI has recruited 4 local hire staff on a temporary basis to assist with the project start up whilst the recruitment process is ongoing. All job descriptions, qualifications and requirements have now been finalized and documented for all local hire staff. Senior Management has determined it necessary to make changes to the staffing structure included in the contract proposal, and will follow-through with a formal request. The strategic planning and work-planning processes, helped us to realize that the following two additional positions are required to manage the HIV/AIDS Leadership activities:

1. **Senior Manager - HIV/AIDS Leadership** supervising the HIV/AIDS Leadership Manager reporting to the DCOP Leadership.
2. **HIV/AIDS Leadership Officer** working under the HIV/AIDS Leadership Manager

We also decided that the following position would not be very necessary and needed to be phased out of the organogram:

1. **Private Sector Manager** reporting to the Senior Manager Workplace HIV/AIDS Programs.

During the week ending 10 December 2010 the following 17 positions were advertised in the Post and the Times Newspapers:

1. Senior Manager-Policy and Regulatory Environment (P&RE)
2. Legal Manager-Policy and Regulatory Environment (P&RE)

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3. Policy Manager-Policy and Regulatory Environment (P&RE)
 4. Senior Manager-Coordinating Structures (CS) (Initiatives)
 5. PATF/DATF Specialist - Coordinating Structures (CS) (Initiatives)
 6. Organizational Development Manager-Coordinating Structures (CS) (Initiatives)
 7. Finance Manager
 8. Project Accountant
 9. Administration Manager
 10. Administration Assistant
 11. Office Assistant (Two Positions)
 12. Monitoring and Evaluation Specialist (Two Positions)
 13. Senior Manager - Workplace Programs
 14. Public Sector Manager - Workplace Programs
 15. Private Sector Manager - Workplace Programs
 16. PLWH Manager
 17. Leadership Manager

During the week ending 29 December 2010 the following further 8 positions were advertised in the Post and the Times Newspapers:

1. Communication and Documentation Manager
2. Gender Integration Manager
3. Advocacy and Community Mobilization Manager
4. Manager – HIV/AIDS Leadership
5. HIV/AIDS Leadership Officer
6. M&E Officer
7. Community Outreach Officer
8. Driver

We plan to advertize the following three Initiatives Inc positions in January 2011

1. Civil Society Relations Manager – Organisational Development
2. Civil Society Relations Manager – HIV/AIDS Programming
3. Regional Coordination Officer – Lusaka

The recruitment process for all these positions, including interviews and selection, will take place in January 2011.

Project Offices

SHARe II negotiated the use of temporary office space from JSI Deliver project on Thabo Mbeki Road, whilst searching for office accommodation.

The team initiated the search for suitable offices to accommodate up to 40 desks plus a large meeting room in a good location with secure and adequate parking. The main real estate agents in Lusaka were contacted and leads from personal contacts and through word of mouth were followed up. Although very few offices were found to be available and suitable, offices in Kabulonga were selected as the best option although these are currently being renovated and would not be available until February 2011. Negotiations of terms and conditions of lease were ongoing through January.

Procurement

Vehicles: Specifications for the project vehicles were drafted together with a detailed request for quotations package. This request for quotations (RFQ) was advertised in the Post and Times Newspapers on the 17 December 2010. The RFQ was simultaneously sent to all known reputable local vehicle suppliers. All quotations were received by the 29 December. These have subsequently been analysed, evaluated and selections have been made.

Computers and IT requirements: Specifications for the project servers, local area network installation, internet and telephone network were drafted and a Request For Proposals (RFP) package was put together. This RFP was advertised in the Post and Times Newspapers on the 20 December 2010. Questions from interested bidders were received by the 29 December and these were collated, reviewed. Responses to questions were sent to all interested parties on Monday 10 January and all proposals subsequently received by 17 January.

Sub-Partners

Initiatives Inc. Subcontract

A notice of award of subcontract was issued to Initiatives Inc by JSI on 22 November 2010 pending the final terms of the sub contract including final statement of work to be agreed by 30 January 2011.

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

JSI is waiting for documentation from USAID approving the proposed GUC to proceed. In the meantime negotiations have been taking place with all partners who have contributed to the work planning process and are working on their statements of work and detailed budgets. JSI is also reviewing and drafting the best mechanism with which to award these grants.