

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



ANNUAL WORKPLAN

Period: January 1, 2014 – December 31, 2014

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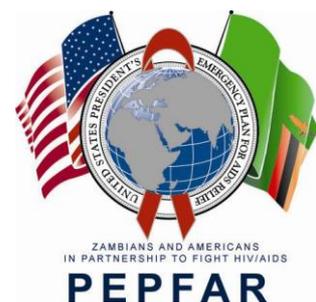


Table of Contents

Acronyms	ii
I. Program Overview	1
SHARe II Project Purpose	1
SHARe II Vision	1
SHARe II Mission	1
SHARe II Project Goal	1
SHARe II Project Objectives	2
Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment;	2
Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response;	2
Objective 3: Strengthen and expand HIV/AIDS workplace programs;	2
Objective 4: Strengthen collaboration and coordination of HIV/AIDS activities with the GRZ, USG funded partners, and other stakeholders	2
SHARe II End of Project Expected Results	2
II. Principal Implementation Strategies and Expected Results by End of Project (EOP) by Objective	1
Objective 1: Principal Implementation Strategies and Expected EOP Results	1
Objective 2: Principal Implementation Strategies and Expected EOP Results	2
Objective 3: Principal Implementation Strategies and Expected EOP Results	2
Objective 4: Principal Implementation Strategies and Expected EOP Results	3
III. Detailed FY13 Activity and Implementation Plan: January 1 – December 31, 2012	4
Annual Activity Plan for Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment	4
Annual Activity Plan for Objective 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response	8
Annual Activity Plan for Objective 3: Strengthen and expand HIV/AIDS workplace programs	17
Annual Activity Plan for Objective 4: Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, USG partners, and other stakeholders	26
Annual Activity Plan for Cross-cutting Project Areas	35
IV. Monitoring and Evaluation (<i>a more comprehensive M&E Plan has been submitted to USAID</i>)	37
V. Finance and Admin	37
Anticipated International Travel for Pre-approval	37
Estimated Monthly Funding Requirements during the Upcoming Period of Implementation, through December 2013	38
VI. Reports and Deliverables	38
Deliverables Schedule	38
Final Report	39

Acronyms

AB	Abstinence, Be Faithful
AIDS	acquired immunodeficiency syndrome
ART	anti-retroviral therapy
CA	cooperative agreement
CAPAH AIDS	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 Resources	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) through the John Snow Inc. Company Limited and its partners: Initiatives Inc.; LEAD Program-Zambia; 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 USAID/Zambia's achievement of its Country Development Cooperation Strategies (CDCS), specifically *Development Objective 3 or DO 3: Human Capital Improved through IR 3.2 Health Status Improved*, to reduce the impact of HIV/AIDS through Multi-Sector Response. 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

The SHARe II Vision is an enabling environment that supports an equitable and sustainable HIV/AIDS multi-sectoral response at all levels.

SHARe II Mission

The SHARe II Mission is to serve as a catalyst in the development of a sustainable and effective HIV/AIDS multi-sectoral response at all levels, through innovative leadership involvement, an improved policy and regulatory environment, strengthened 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," working in partnership with the NAC and other GRZ agencies and institutions, Cooperating Partners, and other stakeholders and partners, to contribute to efforts to reduce and mitigate the impact of HIV/AIDS in Zambia.

The SHARe II project addresses the following Intermediate Results (IRs) under USAID/Zambia's Country Development Cooperation Strategies (CDCS) 2011 -2015, specifically Development Objective 3 or *DO 3 - Human Capital Improved*:

USAID DO3 Human Capital Improved: Human capital is a multi-dimensional concept that merges the knowledge, skills, and capabilities that people need for life and work. It refers to education and health levels as they relate to economic productivity, and is a crosscutting constraint in Zambia, that must be addressed holistically rather than as discrete interventions. Human capital requires an educated populace that is able to make sound decisions that affect the health and welfare of families, and a healthy populace that is able to participate fully in education and economic opportunities.

USAID IR 3.2 Health Status Improved: Improved health status reduces household and government expenditures on health care, freeing resources for more productive investments thus contributing to human capital as well as rural poverty reduction;

USAID Sub IR 3.2.2 Health Systems and Accountability Strengthened: USAID/Zambia activities to improve health systems and accountability will include improving human resource capacity and management, drug logistics, monitoring systems, and capacity to conduct research and develop new interventions; and

USAID Sub IR 3.2.3 Community Health Practices Improved: USAID/Zambia assistance activities will work with community organizations to reach citizens and increase their knowledge of preventive behaviors and healthy practices.

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

An important facet of the SHARe II project is to replicate and scale-up achievements from SHARe I. The four project objectives are based on the foundation established through SHARe I. Similarly, the implementation strategies that follow take cognizance of this and build on the SHARe I project, incorporating lessons learned and advancing successes and best practices, both from within the SHARe I project and from the wider public health arena.

SHARe II End of Project Expected Results

The end of project expected results for SHARe II are outlined in the Monitoring and Evaluation Plan submitted to USAID at project start-up.

II. Principal Implementation by Objective

Objective 1:

Principal Implementation Strategies

Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment

SHARe II strengthens and improves 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 outlined below.

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

- 1 Identify leaders, and assess and foster leadership commitment and capability
- 2 Build the capacity of leaders to transmit correct, up to date messages using their comparative advantage

Strategies to strengthen the capacity of legal and policy players and entities to formulate and implement HIV-related laws and policies and to improve the policy and regulatory environment are:

- 1 Build the capacity of leaders to advocate for an improved policy and regulatory environment and a sustained HIV/AIDS response
- 2 Strengthen the HIV-related legal environment by providing technical leadership and support in legal review and amendment processes, as necessary
- 3 Strengthen and improve the HIV-related policy environment through formation of collaborative partnerships with GRZ and other stakeholders and providing technical assistance
- 4 Support the development of policies to address GBV and HIV
- 5 Support policies to address alcohol and HIV
- 6 Support the development of the National Workplace HIV/AIDS policy and derived Public Sector workplace HIV/AIDS policies
- 7 Support Advocacy to improve HIV/AIDS legislation, policy formulation and resource allocation
- 8 Provide capacity building for the judiciary and law enforcement to appropriately manage HIV-related cases

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- 9 Support to the mainstreaming of HIV/AIDS, gender and human rights into plans, programs and budgets
 - 10 Support interpretation and alignment of customary and statutory law paradigms in chiefdoms as pertaining to HIV/AIDS

Objective 2:

Principal Implementation Strategies

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

Under this objective, SHARe II strengthens the capacities of HIV/AIDS coordinating structures in 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. This is achieved by providing technical assistance - supporting expansion of successful evidence-based interventions developed under SHARe I and elsewhere, 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:

- 1 Strengthen the capacity of NAC to coordinate the national response
- 2 Strengthen the capacity of PATFs and DATFs to coordinate the provincial and district level response
- 3 Strengthen capacity of selected civil society organizations to coordinate HIV/AIDS response
- 4 Strengthen capacity of decentralized and umbrella coordinating structures to promote HIV/AIDS technical excellence
- 5 Strengthen capacity of the public and private sectors to coordinate HIV/AIDS responses in their respective sectors

Objective 3:

Principal Implementation Strategies

Strengthen and expand HIV/AIDS workplace programs

Under this objective, SHARe II expands access to workplace programs in the public, private, and informal sectors, and fosters 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 contributing to increased productivity.

Objective 3: Principal Implementation Strategies

SHARe II principal implementation strategies under Objective 3 are:

- 1 Promote a coordinated approach in all workplace programs, including defining a minimum core package and standardizing training materials
- 2 Expand and replicate efforts begun in SHARe I in the private sector including small, medium and large-scale businesses, and the informal sector to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance
- 3 Expand and replicate efforts begun in SHARe I in the public sector including continued support and expansion to additional line ministries, to implement comprehensive workplace HIV/AIDS programs through provision of training support and technical assistance

Objective 4:

Principal Implementation Strategies

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

Under this objective, SHARe II provides 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 to 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:

- 1 Support a systematic process of HIV/AIDS coordination led by NAC
- 2 Support joint planning with and buy-in of programs of HIV implementers and stakeholders to GRZ plans and strategies
- 3 Facilitate the development of a common M&E framework for national HIV activities.
- 4 Establish and maintain a mechanism for tracking leadership; legal and policy environment strengthening; and coordinating structures strengthening activities

III. Detailed FY14 Activity and Implementation Plan: January 1 – December 31, 2014

SHARe II Annual Workplan: Building on SHARe Success and Utilizing Current Evidence-Base

The SHARe II project builds on the momentum and successes achieved in the predecessor SHARe project and utilizes current scientific evidence, best practices, and lessons learned to facilitate evidence-based and quality program implementation. The activities outlined in the 2014 SHARe II annual workplan are designed to take forward the highly successful strategies and approaches from the past year of program implementation, replicating and scaling up those that have been effective to contribute towards project deliverables.

Annual Activity Plan for Objective 1: Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment

1. HIV/AIDS Leadership Activities

Through SHARe we learned that effective HIV/AIDS response leaders come from different levels of society (a former President, MPs, Chiefs, artists, musicians, beauty contestants, sportsmen, students, etc.), implementers must be open to work with these leaders to meet the needs of the populations they serve, and implementers must be prepared to appropriately equip these leaders to provide the requisite leadership. Of particular importance is identifying the characteristics of the audience to be reached by each leadership group and exploring what vehicles are most effective and appropriate to deliver the action-oriented messages to achieve the desired change. Many Zambian leaders in a position to champion the fight against HIV are non-health actors. They must therefore be provided with appropriate messages backed by current science and evidence, in order to ensure correct and consistent messaging. All activities planned for FY2014 in the SHARe II HIV/AIDS Leadership area take forward effective interventions to engage both previously identified and newly identified credible and effective leaders, role models, and champions from different walks to take the intended HIV/AIDS messages and advocacy issues to their audiences and achieve the desired HIV prevention and health-seeking behaviors.

2. Activities to Improve the HIV/AIDS Legal and Policy Environment

A lesson learned through SHARe's work to improve the HIV/AIDS policy and legal environment is that policy and legal changes often take time to achieve and implement. Forward momentum requires the participation and agreement of many stakeholders, and critically, the leadership and participation of GRZ's political and bureaucratic leaders to be effective and accepted. Our approach and activities in SHARe II take into account this valuable lesson. SHARe II works collaboratively with key stakeholders, and importantly, forms respectful partnerships with NAC, the MOH or other GRZ counterparts to ensure smooth and effective change-processes and thus, achieve program objectives. SHARe II activities in this area focus on three broad activity groups, building on work began under SHARe.

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- i. *Technical support to codify laws and formulate policies that support PLWHA and those affected by HIV/AIDS and support implementation of a comprehensive HIV/AIDS response:* SHARe II spearheads stakeholder review of the status of existing HIV-related legislation and policies and provides technical support to move selected laws and policies forward. This requires working collaboratively with the legislature, civil society organizations, PLWH groups, USG implementers, and other advocates and partners under the overall leadership of relevant GRZ institutions. Activities in this area include supporting review meetings, leading stakeholder consultations, providing process-related technical support and advising, and providing secretariat support, as required by the responsible GRZ entity. SHARe II activities are designed to capitalize on a very strong working relationship with NAC, MOH and MPs to move supportive HIV/AIDS legal and policy processes forward. Activities in this area are closely linked with SHARe II HIV/AIDS leadership activities. They utilize and support HIV/AIDS legal and policy champions within and outside the legislature to raise awareness around topical HIV/AIDS issues such as willful transmission of HIV, GBV, and local resource allocation to the national response, to help build a community groundswell for advocacy for HIV laws, policies, and action.
 - ii. Specific FY2014 activities will be tailored to recently finalized laws or policies to support interpretation, publication, and/or dissemination as appropriate. Where appropriate SHARe II will also provide technical assistance to NAC to develop tools to track and monitor the implementation of the supported laws and policies.
 - iii. *Training legal and law enforcement officers to handle HIV-related cases:* Building on work done under SHARe, SHARe II is continuing to expand efforts that provide both in-service and pre-service training of legal and law enforcement officers to appropriately handle HIV-related cases. FY2014 activities include working with legal and law enforcement training schools to incorporate legal and policy issues related to HIV/AIDS in their curricula to ensure that pre-service officers receive appropriate training in handling HIV-related cases. For in-service legal and law enforcement officers, SHARe II will expand on work began in 2011, to train more officers in HIV-related case-management.

Tables 6 -7 below show the SHARe II FY2014 annual activities under **Objective 1**. These activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables under this objective.

Table 6: Objective 1 - Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment – Overarching activities

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
1. HIV/AIDS Leadership Activities								
Sub-Task 1.1: Actively engage and mobilize leadership (MPs, GRZ, Traditional, Religious, PLHIV and Other Influential Leaders) to increase participation in HIV/AIDS activities	1.1a Provide support to strengthen capacity of leaders at all levels to engage and lead the HIV/AIDS response in their communities in order to increase their participation in policy implementation that will influence health outcomes							
	Continuing	1.1a_1	Conduct baseline assessment of HIV/AIDS leadership capacity and participation including best practices	x	x	x	x	Mutinta/Kalasa
	Continuing	1.1a_2	Facilitate Community Development Action Planning (CoDAP) in chiefdoms	x	x	x	x	Mutinta/Kalasa
	Continuing	1.1a_3	Facilitate operational planning in the chiefdoms	x	x	x	x	Mutinta/Kalasa
	Continuing	1.1a_4	Strengthen HIV/AIDS leadership capacity of female leaders in the different leadership categories	x	x	x	x	Mutinta/Kalasa
	Continuing	1.1a_5	Support social mobilization with selected HIV/AIDS leaders in chiefdoms (including strategic plan launches)	x	x	x	x	Mutinta/Kalasa
	1.1b Provide technical support to leaders to build understanding of HIV/AIDS issues and their role in prevention							
	Continuing	1.1b_1	Translate HIV/AIDS Leadership Messages into seven local languages	x	x			Mutinta/Kalasa
	Continuing	1.1b_2	Integrate capacity building on HIV/AIDS roles and responsibilities in every encounter with leaders			x	x	Mutinta/Kalasa
	Continuing	1.1b_3	Print HIV/AIDS Leadership Messages toolkit	x	x			Mutinta/Kalasa
	1.1c Improve ability to effectively utilize current resources and increase access to additional resources							
	Continuing	1.1.c_1	Support strategic linkages for leadership institutions (chiefdoms, religious institutions, Zambia Association of Musicians-ZAM)	x	x	x	x	Mutinta/Kalasa

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
1.1d Strengthen capacity of key leadership to advocate for improved HIV/AIDS policies and laws								
Continuing		1.1d_1	Train selected key leaders in HIV/AIDS advocacy			x	x	Mutinta/Kalasa
Continuing		1.1d_2	Integrate capacity building on HIV/AIDS roles and responsibilities in every encounter with leaders			x	x	Mutinta/Kalasa
1.1e Support opportunities at the local level to ensure active consultation and participation								
Continuing		1.1e_1	Conduct HIV/AIDS leadership discussion forums with selected leaders at national level			x		Mutinta/Kalasa
1.1f Develop a highly visible initiative that identifies promotes and recognizes good leadership in HIV/AIDS								
Continuing		1.1f_1	Identify HIV/AIDS leadership champions from each sector and build HIV/AIDS leadership capacity	x	x	x	x	Mutinta/Kalasa
Continuing		1.1f_2	Provide leadership platforms where necessary, to provide opportunity for leaders to provide leadership	x	x	x	x	Mutinta/Kalasa
1.1g Increase the capacity and greater involvement of PLWHA to advocate and lead an effective HIV/AIDS response								
Continuing		1.1g_1	Provide HIV/AIDS leadership capacity building and training to PLHIV where necessary and appropriate (collaborate with CS to work with TALC, Zambia Network of Religious Leaders living with HIV/AIDS -ZANERELA and NZP+)	x	x	x	x	Mutinta/Kalasa
1.1h Increase leaders role and ability to address HIV/AIDS issues, stigma and discrimination in their respective roles/ forums and provide them with the necessary tools								
Continuing		1.1h_1	Train selected champions and leaders in leadership messaging (religious, political, traditional and youths) in leadership messaging and disseminate leadership toolkit		x	x	x	Mutinta/Kalasa
1.1i Provide support to increase on-going advocacy, understanding and promotion of best practices								
Continuing		1.1i_1	Identify and document lessons learned, success stories and best practices from leadership work	x	x	x	x	Mutinta

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
1.1j Support measures to ensure sustainability of HIV/AIDS programs								
	Continuing	1.1j_1	Provide supportive supervision to partner leadership institutions and chiefdoms (ZAM, traditional leadership, religious leaders and political leaders)	x	x	x	x	Mutinta/Kalasa
	New	1.1j_2	Incorporate Ministry of Chiefs and Traditional Affairs and Ministry of Community Development Mother and Child Health in all chiefdom activities	x	x	x	x	Mutinta/Kalasa
	New	1.1j_3	Incorporate ZINGO in all supportive supervisory visits to the supported religious institutions	x	x	x	x	Mutinta/Kalasa

Table 7: Objective 1 - Strengthen and expand leadership involvement in HIV/AIDS and improve the policy and regulatory environment – HIV-related policy and legal activities

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
B. Activities to Improve the HIV/AIDS Legal and Policy Environment								
Sub-Task 1.2: Strengthen the capacity of legal and policy entities to formulate and implement HIV-related laws and policies	1.2a Provide support to strengthen capacity of parliamentarians and other law makers to advocate for and legislate appropriate HIV/AIDS related laws and policies							
	New	1.2a_1	Develop and sign MOU with Coalition of African Parliamentarians Against HIV/AIDS (CAPAH)	x				Michael
	Continuing	1.2a_2	Support CAPAH to conduct elections and orient new office bearers on CAPAH mandates		x			Charles
	Continuing	1.2a_3	Support CAPAH to conduct advocacy activities; support CAPAH members to work with selected traditional leaders during traditional ceremonies	x		x		Michael/Timothy

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	1.2a_4	Host an annual leadership/policy retreat for CAPAH		x			Michael
	Continuing	1.2a_5	Conduct training for selected CAPAH members to strengthen their capacity to advocacy effectively in HIV/AIDS matters and to develop an advocacy plan for 2014/2015	x				Michael/Charles
	New	1.2a_6	Document, print and share tangible results of SHARe II processes and results of working with MPs			x		Michael
	Continuing	1.2a_7	Support five selected local authorities and DATFs to enact appropriate by-laws aimed at strengthening the local HIV/AIDS response		x	x	x	Charles/Justine/ Timothy
	Continuing	1.2a_8	Work with 6 selected chiefdoms in HIV and gender, develop decrees to outlaw/ban specific harmful cultural practices and train Traditional Court Administrators in 8 chiefdoms to manage HIV/AIDS and gender related cases better	x	x	x	x	Timothy/Michael/ Mukonda
	New	1.2a_9	Conduct supportive supervision visits in 2 selected chiefdoms	x	x	x	x	Timothy/Mukonda
	Continuing	1.2a_10	Support NAC to strengthen the National HIV/AIDS/TB/STI Act No. 10 of 2002	x				Justine/Michael
1.2b Support the development of the National Workplace Policy and Guidelines, and its roll-out and utilization								
	New	1.2b_1	Support the Ministry of Labor and Social Security to launch the Workplace HIV/AIDS Plan as well as the Policy Implementation Plan		x			Michael/Charles/Chris
	New	1.2b_2	Write concept note on SHARe II approach in the public sector and private sector workplace wellness policy development (stressing HIV/AIDS)		x			Michael/Chris/Charles
	New	1.2b_3	Contribute policy component to the overall MOU with Public Services Management Division (PSMD)		x			Chris/Charles/Justine

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	New	1.2b_4	Contribute policy component to the MOU with Zambia Federation of Employers (ZFE)		x			Chris/Charles/Justine
	New	1.2b_5	Define, document and print the SHARe II supported process of developing workplace HIV/AIDS/wellness policies			x		Michael/Chris/Charles
	Continuing	1.2b_6	Support line ministries to finalize development of workplace wellness policies and implementation plans	x	x	x	x	Charles/Chris
	New	1.2b_7	Support the ceremonial launch, printing and dissemination of the approved wellness policies for Line Ministries	x	x	x	x	Charles/Chris/Michael
	Continuing	1.2b_8	Conduct training for SHARe II supported private sector institutions on workplace wellness policy development		x	x	x	Charles/Chris/Michael
	New	1.2b_9	Conduct high level wellness policy dialogue and caucuses for Permanent Secretaries		x			Michael
	Continuing	1.2b_10	Support PSMD (Secretariat) to host quarterly IMASF meetings	x	x	x	x	Charles/Chris
1.2c Support the finalization and implementation of the anti GBV legislation to strengthen capacity of MPs and other lawmakers to advocate for and legislate appropriate laws and policies to address issues of GBV, alcohol and stigma								
	New	1.2c_1	Document, print and share tangible results of the advocacy activities (above)				x	Michael/Timothy
Activities to address gender and GBV								
	Continuing	1.2c_2	Support Ministry of Gender subsidiary legislation to the Anti GBV Act Number 1 of 2011		x			Timothy/Justine
	Continuing	1.2c_3	Disseminate the simplified version of the Anti-Gender Based Violence Act of 2011 to selected SHARe II partners (during trainings at chiefdom and other leadership trainings)		x	x	x	Timothy
	New	1.2c_4	Conduct gender and HIV/AIDS sensitization during the 16 days of gender activism in 2 selected chiefdoms to improve understanding of gender and GBV matters in relation to HIV				x	Timothy

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Activities to address alcohol and HIV/AIDS								
Continuing		1.2c_5	Support MOH to print, launch and disseminate the National Alcohol Policy and its Implementation Plan	x	x			Michael
Continuing		1.2c_6	Document and print the process and lessons learnt from the National Alcohol Policy Development	x	x	x	x	Michael
Activities to address HIV-related stigma								
Continuing		1.2c_7	Conduct advocacy trainings for selected PLHIV leaders, musicians and religious leaders and develop advocacy plans in order to effectively address stigma and discrimination reduction in their constituents and beyond		x			Timothy/Michael/Charles
New		1.2c_8	Support, monitor and track the implementation of the advocacy plans on stigma and discrimination for NZP+, TALC, Positive Action by Workers (PAW), and chiefdoms		x	x	x	Timothy
1.2d Support the Judiciary and law enforcement agencies to improve management of HIV/AIDS related cases								
Continuing		1.2d_1	Update, print and share concept note on the work of SHARe II in the Judiciary	x				Michael/Justine/Groy
New		1.2d_2	Develop and sign MOU with Judiciary		x			Justine/Michael
Continuing		1.2d_3	Finalize revision and print HIV/AIDS training materials for the Judiciary of Zambia (curriculum and reference materials)	x	x			Justine/Groy/Michael
Continuing		1.2d_4	Support the Judiciary to strengthen in-service capacity building for magistrates and judges to appropriately manage HIV-related cases	x	x	x	x	Justine/Groy/Peter
Continuing		1.2d_5	Conduct 4 trainings to build the capacity of local court magistrates to adjudicate on HIV/AIDS and gender related cases better		x	x	x	Justine/Groy/Peter

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	1.2d_6	Conduct support supervision visits to the Judiciary in selected provinces	x	x	x	x	Justine/Groy/Peter/Michael
	New	1.2d_7	Support a leadership consultative workshop for the Judiciary/High Court Judges			x	x	Muka/Mutinta/Michael/Justine
	New	1.2d_8	Conduct a leadership consultative workshop for the Judiciary/Supreme Court Justices				x	Muka/Mutinta/Michael/Justine
	New	1.2d_9	Conduct 1 support supervision visit to Supreme Court Justices				x	Justine/Groy/Michael
	Continuing	1.2d_10	Integrate HIV-related case management into pre-service training curricula (universities/colleges offering legal studies)	x	x	x	x	Justine/Groy/Michael
	New	1.2d_11	Develop and sign MOU with the National Institute of Public Administration (NIPA)		x			Justine/Groy/Michael
	New	1.2d_12	Develop and sign MOU with University of Lusaka (UNILUS)		x			Justine/Groy/Michael
	New	1.2d_13	Develop and sign MOU with Zambia Open University (ZAOU)		x			Justine/Groy/Michael
	New	1.2d_14	Develop and sign MOU with Cavendish University		x			Justine/Groy/Michael
	New	1.2d_15	Develop and sign MOU with Livingstone University of Tourism and Business Management (LIUTEBM)		x			Justine/Groy/Michael
	Continuing	1.2d_16	Complete development and print HIV/AIDS training materials for institutions of higher learning in Zambia to integrate case management of HIV/AIDS, gender and human rights into their respective curricula		x	x		Justine/Groy/Michael
	New	1.2d_17	Support hosting of quarterly meeting among SHARe II-supported institutions of higher learning	x	x	x	x	Justine/Groy/Michael
	New	1.2d_18	Monitoring, tracking, documenting, printing and sharing the effectiveness and impact of the SHARe II supported curricula in higher learning institutions		x	x	x	Justine/Groy/Michael

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	New	1.2d_19	Develop and sign MOU with Zambia Prison Service		x			Michael/Justine/Groy/Timothy
	New	1.2d_20	Develop and sign MOU with Zambia Police Service		x			Michael/Justine/Groy/Timothy
	Continuing	1.2d_21	Support workshop to develop and document curricula for Zambia Police and Zambia Prisons Services to mainstream HIV/AIDS gender and human rights into recruits' training curricula	x	x			Michael/Justine/Peter
	Continuing	1.2d_22	Conduct specialized training for district and provincial prosecution officers on identification, investigation and prosecution of counterfeit crimes (fake and expired ARVs, condoms and infant formula) to manage HIV/AIDS-related cases better			x	x	Michael/Justine/Peter
	New	1.2d_23	Monitoring, tracking, documenting, printing and sharing the effectiveness and impact of the SHARe II-supported curricula for law enforcement agencies.		x	x	x	Michael/Peter
	New	1.2d_24	Monitoring, tracking, documenting, printing and sharing the effectiveness and impact of the SHARe II supported curricula for law enforcement agencies		x	x	x	Michael/Peter
1.2e Support the identification of key legislative and policy barriers to mitigating the effects of HIV/AIDS								
	Continuing	1.2e_1	Write, document and share a concept note on the legislative and policy barriers to effective HIV/AIDS treatment		x			Michael/Chris/Justine
	New	1.2e_2	Conduct policy dialogue and leadership caucuses for advocacy with key stakeholders	x	x	x	x	Michael/Charles/Chris
	New	1.2e_3	Analyze selected policies, laws and practices and identify barriers to the effective mitigation of HIV/AIDS					Michael/Chris/Justine

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	New	1.2e_4	Document and disseminate findings on selected policies and laws and practices and identify barriers to the effective mitigation of HIV/AIDS		x	x	x	Michael/Chris/Justine
	New	1.2e_5	Conduct a policy dialogue on the legislative and policy barriers to effective involvement of alternative medicine in the management of HIV/AIDS	x	x	x	x	Michael/Charles/Justine
	New	1.2e_6	Monitoring, tracking, documenting, printing and sharing SHARe II-supported activities on the legislative and policy barriers mitigating the effects of HIV/AIDS	x	x	x	x	Groy/Chris
	Continuing	1.2e_7	Provide technical support NAC to evaluate and to review the National HIV/AIDS Policy	x	x	x	x	Michael/Justine
	Done	1.2e_8	Support MoH and NAC to update the concept note of reviewing the National HIV/AIDS Policy	x				Michael
	New	1.2e_9	Provide support NAC to write a justification for a stand-alone National HIV/AIDS/STI/TB Policy	x				Michael
	New	1.2e_10	Provide appropriate support to NAC and MOH which will be contingent on the response to the justification to be developed, written and submitted to the Minister of Health	x	x	x	x	Michael
	New Activity	1.2e_11	Determine and update status of the identified HIV-related pieces of legislation through legal research and analysis	x	x	x	x	Justine/Groy/Michael
	New	1.2e_12	Develop and print a small booklet and brochures to highlight policies and laws that seek to improve gender inequities and other cultural practices that increase vulnerability of women and girls to HIV/AIDS	x	x			Timothy/Michael
	New	1.2e_13	Produce and share report on the findings from the SHARe II financed feasibility study on the possible repeal of the Deceased Brother's Widow Marriage Act (DBWMA)			x	x	Justine/Groy/Timothy/Michael

Task 1: Strengthen and expand leadership and improve the policy and regulatory environment								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	New	1.2e_14	Work with ZLDC to conduct in-country site visits			x	x	Justine/Groy/Timothy/ Michael
	New	1.2e_15	Support ZLDC to host the committee of experts meetings				x	Justine/Michael
	New	1.2e_16	Develop and operationalize tracking and monitoring system for the implementation of decrees and bye laws on HIV and Gender related matters in selected chiefdoms	x	x	x	x	Michael/Timothy/Peter
	New	1.2e_17	Strengthen Policy Tracking Tool and produce tailor-made reports for different stakeholders	x	x	x	x	Michael/Charles/Chris/ Peter
	New	1.2e_18	Track, document and share the performance and impact of the SHARe II supported activities on law and policy	x	x	x	x	Michael/Charles/ Justine
1.2f Document lessons learned, success stories and best practices from leadership and policy and legal work								
	Continuing	1.2h_1	Write success stories on legal and policy work	x	x	x	x	All

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

A critical lesson learned from SHARe is that public sector and local NGO/CBO partners perform better with tailored, results-oriented institutional capacity building and systems strengthening. The SHARe project developed an Organizational Capacity Assessment (OCA) tool and process to help public sector institutions (NAC, Line Ministries and other GRZ institutions) and civil society organizations to assess their institutional capacities to implement and carry out their HIV-related mandates. The OCA tool provides standards for key management components against which institution and organization teams are able to measure their current status and develop action or performance improvement plans to address challenges and, as necessary, seek appropriate technical assistance to improve from outside the institution or organization.

SHARe II implementation strategies and activities build on SHARe successes, including the OCA best practice. SHARe II provides technical support to implement the OCA process to selected public sector, private sector, and civil society partners as a means to improve management, implementation, and coordination of HIV/AIDS activities. For NAC and its decentralized structures, SHARe II activities focus significantly on building the capacity of District AIDS Task Forces (DATFs) to coordinate the HIV/AIDS response, and include mentoring counterpart NAC and PATF staff to implement the OCA process for the DATFS.

SHARe II activities will continue to rollout the DATF OCA-certification process, which uses an external performance measurement mechanism to certify DATFs that have achieved high performance levels, using a set of pre-defined performance benchmarks. The OCA-certification process not only assesses institutional capacities and systems but also assesses quality of services provision, helping to provide evidence of institutional capacity strengthening and technical capacity strengthening. A key, successful strategy under SHARe I to encourage improvement was to use the DATFs that performed excellently as learning sites for the DATFs that faced performance challenges. SHARe II activities incorporate this best practice.

Table 8 below shows the SHARe II FY2014 annual activities under **Objective 2**. These activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables under this objective.

Table 8: SHARe II 2012 Annual Work Plan for Objective 2 - Strengthen capacity of coordinating structures to sustain the HIV/AIDS response

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 2.1: Strengthen the capacity of NAC to coordinate the national HIV/AIDS response	2.1a Ensure work with NAC is closely coordinated/integrated with all other donors/partners providing support to NAC							
	Continuing	2.1a_1	Hold a one-day meeting with NAC Senior Management to agree on SHARe II scope of work for 2014 and update coordination strategy	x				Stan/Michael
	Continuing	2.1a_2	Hold a one day meeting with NAC and partners to harmonize 2014 work plans	x				Stan/Jack
	2.1b Provide technical assistance to NAC to build on previous capacity assessments to develop and implement a costed action plan							
	Continuing	2.1b_1	Conduct an organizational capacity assessment for NAC and develop an action plan		x			Stan/Jack
	New	2.1b_2	Respond to NAC's requests for technical support as needs arise	x	x	x	x	Stan/Jack
	2.1c Work with NAC to strengthen its ability to better coordinate, monitor and advocate							
	Continuing	2.1c_1	Participate in NAC quarterly review meetings	x	x	x	x	Stan
	New	2.1c_2	Support NAC to conduct orientations for provincial permanent secretaries on their roles in supporting the HIV/AIDS response in their provinces			x		Stan
	2.1d Improve mechanisms to monitor resource allocations within NAC with a focus on the effective and appropriate use of resources							
	Continuing	2.1d_1	Share best practices with NAC on sub-granting to subnational structures and provide technical assistance as needed (with Fin & Admin)			x	x	Stan/Pitha
	New	2.1d_2	With Legal/Policy team and NAC, finalize MOUs and financing agreements for districts on sub-granting	x				Stan/Justine/Michael

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
2.1e Support NAC to further define and promote its evolving role and communicate this to all stakeholders								
Continuing	2.1e_1		Support NAC to map out and develop a directory of key stakeholders involved in the response at national level		x			Stan/Jack
Continuing	2.1e_2		With Task 4, support NAC, MOH, MCDMCH to hold stakeholders forums (with coordination and collaboration)		x		x	Stan/Michael/Jack/Anna/Mercy U
2.1f Support NAC to coordinate HIV/AIDS data collection and use data for decision making and to transfer these skills to other organizations								
Continuing	2.1f_1		Support NAC to hold consultative meeting on M&E support to DATF (with SHARe II, NAC, USAID & CDC)	x				Stan/Muka/Michael/Kim/Mercy U
2.1g Work with NAC to ensure that project activities support NAC priorities as outlined in NAC's strategic and annual plans								
Continuing	2.1g_1		Participate in NAC annual planning and align SHARe II workplan to NAC's workplan				x	Stan/Mutinta/Michael/Simon
2.1h Assist NAC to prepare and conduct Joint Annual Program Reviews (JAPR)								
Continuing	2.1h_1		With other partners, provide technical support to NAC to conduct JAPR			x		Stan/Michael
2.1k Build capacity and skills in local coordinating organizations to ensure sustainability of efforts beyond the life of the project								
Continuing	2.1i_1		Facilitate leadership and participation of NAC in all activities conducted at sub-national level, through financial and other support	x	x	x	x	Stan
Continuing	2.1i_2		Mentor/train NAC counterparts on SHARe II activities to strengthen coordination and management at sub-national level and transfer skills in a phased manner	x	x	x	x	Stan

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 2.2: Strengthen capacity of PATFs, DATFs to coordinate the provincial and district level response	2.2a Provide technical assistance to regularly assess and develop activities to coordinate the provincial and district level response							
	New	2.2a_1	During a technical meeting orient SHARe II team to PATF/DATF performance standards and develop strategies to implement through cross unit collaboration	x				Kelly/Stan/Max
	Continuing	2.2a_2	Support the PATFs to develop and implement provincial level incentive mechanism for effective district coordination through individual meetings		x			Max/Kelly
	New	2.2a_3	Develop a basic "Coordination Milestones" checklist	x				Max/Kelly/Mercy C
	2.2b Build capacity of PATFs DATFs and CATFs to coordinate, monitor and promote the implementation of best practices							
	New	2.2b_1	Conduct a 2 day orientation for select DATFs in documentation and communication of best practices and lessons learnt	x				Kelly/Max/Kim
	Continuing	2.2b_2	With NAC and other key stakeholders support selected PATFs and DATFs with seed funding to conduct provincial and district stakeholder forums to share best practices	x	x	x	x	Kelly/Max
	Continuing	2.2b_3	With NAC and other key stakeholders support selected PATFs and DATFs to conduct provincial and district stakeholder forums to share best practices	x	x	x	x	Kelly/Max
	Continuing	2.2b_4	In collaboration with NAC, support PACAs to provide technical support to DATFs in coordination of the response including support to CATFs	x	x	x	x	Max/Kelly
	Continuing	2.2b_5	In collaboration with NAC, provide technical support to PATF Performance Improvement (PI) plan implementation	x	x	x	x	Max/Kelly

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
2.2c Provide support to help PATFs, DATFs and CATFs improve utilization of existing data including the drivers of the epidemic, for decision making for quality interventions in both the public and private sector								
Continuing	2.2c_1		Orient PACAs & select DATFs in data analysis and data use for guiding the response		x			Kelly/Max/Mercy C
New	2.2c_2		In-house orientation by the workplace and policy team of 6 SHARe II Staff (CS and M&E participants in 2.2b_1) in supporting the coordination of wellness programs			x		Max/Kelly/Kim/Michael/Simon
2.2d Provide support to PATFs, DATFs and CATFs to mobilize, administer and manage resources								
New	2.2d_1		With NAC, develop a concept note for strengthening DATF PPP engagement	x				Max/Kelly/Simon/Michael
2.2e Support PATFs, DATFs and CATFs to further define and promote their evolving role and communicate this to all stakeholders. Work with NAC to promote the roles and responsibilities of PATFs, DATFs and CATFs. Communicate, promote and reinforce this coordination role with all stakeholders, including other USG implementing partners								
Continuing	2.2e_1		Work with NAC to support other stakeholders to develop a concept note to guide NAC's plan for promoting the integration of the DACA's role into the local authority structure	x				Kelly/Max/Stan/Michael
2.2f Provide support to build and transfer knowledge and skills to local coordinating organizations to ensure sustainability of efforts beyond the life of the project								
Continuing	2.2f_1		With NAC, host two one-day meetings with district-level medical experts, in the HIV/AIDS technical information package			x		Kelly/Max/Anna
Continuing	2.2f_2		Print HIV/AIDS Technical Information package		x			Kelly/Max/Anna
New	2.2f_3		Support NAC to conduct two orientation meetings for the remaining 58 DACAs in HIV/AIDS technical information	x	x	x	x	Kelly/Max/Anna
New	2.2f_4		Print certification standards and assessors' guidelines		x			Kelly/Max
Continuing	2.2f_5		Documentation and communication of PATF and DATF best practices and lessons learnt	x	x	x	x	Kelly/Max

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 2.3: Strengthen the capacity of civil society organizations to coordinate, manage and implement the HIV/AIDS response	2.3a Provide on-going support to conduct organizational capacity assessments and as necessary provide institutional capacity building to civil society organizations and associations to strengthen their systems, their capacity to coordinate, and to provide technical assistance to their member organizations and affiliates							
	Continuing	2.3a_1	Prepare and sign MOU with TALC and NZP+	x				Choolwe/Jack
	New	2.3a_2	Conduct initial organizational capacity assessments for TALC and ICOZ	x	x			Choolwe/Anna/Jack
	Continuing	2.3a_3	Supportive supervision and follow up organizational capacity assessment with NZP+	x	x	x	x	Choolwe/Anna
	New	2.3a_4	Supportive supervision and follow up organizational capacity assessment with TALC	x	x	x	x	Choolwe/Anna
	New	2.3a_5	Supportive supervision and follow up organizational capacity assessment with ICOZ	x	x	x	x	Choolwe/Anna
	New	2.3a_6	Work with the NZP+ Secretariat, certified district chapters, and Lusaka PACA to update NZP+ district chapter standards & management handbook	x				Anna/Choolwe/Max/Kelly/Jack/Stan
	New	2.3a_7	Print updated NZP+ district chapter standards	x				Anna
	New	2.3a_8	Support NZP+ Secretariat and PACAs/DACAs to provide TA to the provincial chapters		x	x	x	Anna/Choolwe/Max/Kelly
	New	2.3a_9	Provide support to help NZP+ improve utilization of existing data for decision making for quality interventions, including but not limited to NACMIS indicators		x	x		Anna/Choolwe/Mercy C
	New	2.3a_10	Prepare NZP+ Secretariat staff to conduct supportive supervision in the provincial district chapters			x		Anna/Choolwe
New	2.3a_11	Support NZP+ to develop PLHIV advocacy and communication strategy	x	x			Anna/Choolwe/Michael	

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
2.3b Increase support to networks of people living with HIV/AIDS and improve the involvement of PLWHA to inform public, private and civil society responses to the epidemic								
New		2.3b_1	Develop a concept note on how to increase PLHIV involvement in networks (PAW, NZP+, TALC, ZANARELLA, Network of ARV Users,)		x	x		Anna/Mercy U/ Simon/Jack/ Choolwe
New		2.3b_2	Consultation meeting with PLHIV networks			x		Anna/Choolwe/ Jack
New		2.3b_3	Support PLHIV network meetings on coordination		x	x	x	Anna/Choolwe/ Jack
2.3c Provide technical assistance in civil society organizational development								
Continuing		2.3c_1	Conduct support supervision visits to mentor NZP+, TALC and Independent Churches Association of Zambia (ICOZ) in coordination and management of the response		x	x	x	Choolwe/Anna
Continuing		2.3c_2	Provide TA to support effective functioning of the Board, including development of a Board manual		x	x	x	Choolwe/Jack/ Anna
New		2.3c_3	Print NZP+ Board Manual		x			Choolwe
2.3d Strengthen financial planning, management and reporting systems of coordinating civil society organizations								
Continuing		2.3d_1	Train NZP+ , ICOZ and TALC in financial planning, management and reporting systems (with fin and admin)		x	x	x	Choolwe/Anna/ Pitha
Continuing		2.3d_2	Mentor TALC, ICOZ and NZP+ in financial planning, management and reporting systems (with fin and admin)		x	x	x	Choolwe/Pitha
2.3e Strengthen management of physical infrastructure, commodities, equipment and logistics								
Continuing		2.3e_1	Train NZP+, ICOZ and TALC on asset and other resource management (with fin and admin)			x		Choolwe/Pitha

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response									
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible	
				Q1	Q2	Q3	Q4		
2.3f Provide training in all aspects of HIV/AIDS management and institutional capacity									
New		2.3f_1	Design assessment tool and conduct a training needs assessment on HIV/AIDS technical knowledge and information for Civil Society Organization (CSOs)			x			Anna/Choolwe/ Kelly
New		2.3f_2	Validation meeting based on assessment findings			x			Anna/Choolwe
New		2.3f_3	Print updated HIV/AIDS training				x		Anna
New		2.3f_4	Conduct training of selected CSO representatives at provincial level			x	x		Anna/Choolwe/ Kelly
New		2.3f_5	Conduct supportive supervision to selected trained CSO representatives					x	Anna/Choolwe/ Kelly
2.3g Provide support to various coordinating civil society bodies to develop (and/or implement) strategic and operational plans and clearly articulate their mandate as organizations and the role they play									
Continuing		2.3g_1	Support TALC to review its strategic and operational plan		x				Choolwe/Jack
Continuing		2.3g_2	Support ICOZ to develop its operational plan		x	x			Choolwe/Jack
New		2.3g_3	Provide TA to ICOZ to launch their strategic plan		x	x			Choolwe/Jack
2.3h Provide technical assistance to enable these coordinating organizations to mobilize resources and broaden their funding base									
Continuing		2.3h_1	Train NZP+ Board Members, National Secretariat staff, and selected district chapter staff , and TALC in resource mobilization		x				Choolwe/Jack/ Anna
Continuing		2.3h_2	Mentor TALC and NZP+ staff and provide technical assistance to develop resource mobilization strategy			x			Choolwe/Jack/ Anna

Task 2: Strengthen organizational and technical capacity of coordinating structures to sustain the HIV/AIDS response									
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible	
				Q1	Q2	Q3	Q4		
	New	2.3h_3	Assist CSOs in documenting resources obtained/mobilized			x		x	Choolwe
Sub-Task 2.4: Strengthen capacity of the public and private sectors to coordinate HIV/AIDS responses in their respective sectors	2.4a Provide technical assistance to PSMD, ZFE and ZCTU to regularly assess and develop strategies to coordinate HIV/AIDS response in their sectors								
	New	2.4a_1	Support Workplace in the development of a project-wide strategy to support PSMD, ZFE and ZCTU	x	x	x			Michael/Simon/Jack/Stan
	New	2.4a_2	Provide follow-up, TA and supportive supervision		x	x		x	Jack/Simon/Choolwe/Stan
	New	2.4a_3	Convene with ZFE to strengthen their coordination		x				Jack/Simon/Choolwe/Stan
	2.4b Provide technical assistance to PSMD, ZFE and ZCTU to utilize existing data including the drivers of the epidemic, for decision making for quality								
	New	2.4b_1	Provide TA to PSMD, ZFE and ZCTU to develop a coordinating tracking mechanism		x	x			Kim/Jack/Simon
	2.4c Provide technical assistance to PSMD, ZFE and ZCTU to define, document and communicate their coordination role to all stakeholders								
	New	2.4c_1	Work with Task 3 in holding stakeholder forum to make sure coordination issues are reflected as best practices		x	x			Simon/Jack/Choolwe/Stan/Anna
Sub-Task 2.5: Document Communicate	2.5a Document lessons learned, success stories and best practices from CS work								
	Continuing	2.5a_1	Identify and document four success stories	x	x	x		x	All

Annual Activity Plan for Objective 3: Strengthen and expand HIV/AIDS workplace programs

Studies done through the predecessor SHARe project provided a baseline and springboard for SHARe II workplace HIV/AIDS programs; they highlighted where programs performed well, e.g. in achieving desired HIV-related behavior change such as increase in uptake of CT (68.3% of workers had had an HIV test and received their test results at endline compared to 22.5% at baseline) and where challenges in achieving desired behavior change still remain, e.g. very low consistent use of condoms (only 26.7% of workers were correctly and consistently using condoms at endline compared to 20.9% at baseline). These data have informed SHARe II's program strategy and action in this area. For instance, appropriate implementation strategies have been adopted to capitalize on gains already made to further increase CT uptake and to increase correct and consistent use of condoms, e.g. scaling-up couple counseling and greater involvement of PLHIV in programs through the Positive Action by Workers (PAW) initiative. Other evaluations carried out by SHARe that have informed SHARe II program strategy and activities include the evaluation of the SHARe Gender and Sexuality in HIV/AIDS (GESHA) program which assessed the effectiveness of integrating the gender and sexuality approach into traditional HIV/AIDS programs. The results from the GESHA evaluation show that programs that integrate gender and sexuality are more effective in both generating greater participation in HIV/AIDS programs as well as achieving desired behavior change.

Additionally, a key result of implementing comprehensive workplace HIV/AIDS programs that included appropriate linkage to care and treatment services has been the improvement in general employee health and the reduction in absenteeism in many workplaces. This has resulted in a switch in priorities by many workplaces to have more integrated health programs that address HIV and other related issues. Additionally, many workplaces recognize the benefit of workplace HIV/AIDS programs for their workers and would prefer that these programs also reach workers' families and where possible, defined communities where they draw their workers from. We have incorporated these lessons into the SHARe II workplace HIV/AIDS programs strategy and activities. While workplace HIV/AIDS program activities still maintain a clear focus and emphasis HIV prevention and linkage to services, we have integrated other health information and services, e.g. family planning, based on the needs and requirements of each workplace, to meet their employee wellness requirements, as much as possible. SHARe II activities, when possible, have also included extending workplace HIV/AIDS programs to reach the communities for workplaces where worker communities are easily defined (e.g. the Zambia Police Service who live in police camps and some Tourism HIV/AIDS Public-Private Partnership (PPP) workplaces that draw workers from defined surrounding communities).

Table 9 below shows the SHARe II FY2014 annual activities under **Objective 3** – these activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 9: SHARe II 2014 Annual Work Plan for Objective 3 - Strengthen and expand HIV/AIDS workplace programs

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 3.1: Expand and replicate efforts in the private sector including small, medium and large-scale businesses, and the informal sector	3.1a Provide technical assistance and actively participate in the development of the National Workplace Policy							
	Continuing	3.1a_1	In collaboration with the SHARe II policy and legal team, provide technical assistance in reviewing the National Workplace Policy to include wellness programs	x	x			Simon/Charles/Chris
	Continuing	3.1a_2	Work with private sector partners to align and update existing workplace wellness policies to National Workplace Policy	x	x			Simon/Charles/Chris
	Continuing	3.1a_3	With the SHARe II Policy team work with the tripartite (ZFE, Trade unions and Ministry of Labor) to harmonize HIV/AIDS workplace policies	x	x			Simon/Charles/Chris
	3.1b Develop and implement sustainable models for implementation of work and community based programming. Increase and expand workplace programs and support in a logical and prioritized manner							
	Continuing	3.1b_1	Support implementation of HIV/AIDS workplace programs in the informal sector (large markets and others)	x	x	x	x	Trywell/Simon
	Continuing	3.1b_2	Work with private sector companies to scale up implementation of the core package of services	x	x	x	x	Benny/Pule/Simon
	3.1c Design and tailor support specifically to each setting and/or workplace, as appropriate							
	Continuing	3.1c_1	Implement expanded workplace-based HIV/AIDS and wellness programs (integrating malaria, reproductive health and family planning) based on the needs of each partner workplace	x	x	x	x	Pule/Benny/Trywell/Simon
	Continuing	3.1c_2	Support Implementation of Gender, Sexuality and HIV/AIDS (GESHA) programs to private sector workplace programs.	x	x	x	x	Simon/Phinias/Timothy
New	3.1c_3	Support HIV/AIDS risk assessment survey for SABMiller group of companies	x	x	x	x	Simon/Benny/Kim	

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
3.1d Provide technical assistance to manage workplace HIV/AIDS programs								
	Continuing	3.1d_1	Provide technical support for wellness and HIV/AIDS program implementation and management for existing Tourism HIV/AIDS Public – Private Partnerships (PPP) companies	x	x	x	x	Simon/Mercy/Pule
	Continuing	3.1d_2	With CS, provide technical support for workplace wellness and HIV/AIDS program implementation and management for ZFE and member companies	x	x	x	x	Simon/Mercy/Jack
	Continuing	3.1d_3	With the Leadership, Policy and CS teams, engage and build advocacy skills within ZCTU and its affiliates to ensure workplace HIV/AIDS programs become part of their collective bargaining issues	x	x	x	x	Simon/Kalasa/ Michael/Stan
	New	3.1d_4	With the private sector workplace partners, participate in National HIV/AIDS events (WAD, VCT day)		x		x	Simon/Benny/Pule /Trywell/Mercy
	New	3.1d_5	Conduct social mobilization activities with the PPP partners in Livingstone and Mfuwe			x		Muka/Simon/Benn y/Pule/Trywell
	Continuing	3.1d_6	Orient and train selected union shop stewards at workplaces, as peer educators		x			Benny/Pule/ Trywell
	Continuing	3.1d_7	Provide technical support and supervision to ZHECT and LEAD Program-Zambia in HIV/AIDS workplace programming in the formal and informal private sectors.	x	x	x	x	Simon/Kim
3.1e Improve quality and innovation of workplace programming								
	Continuing	3.1e_1	Develop standard operating procedures for engaging and integrating workplace wellness into HIV/AIDS programs	x	x			Benny/Mercy/Pule

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
3.1f Utilize representatives from successful workplace programs and/or managers as “Champions” and utilize these peers/models for expansion of workplace programs								
Continuing		3.1f_1	Identify and work with competent trainers and program coordinators from successful programs to work as co-facilitators with SHARe II staff during training and supportive supervision activities, respectively	x	x	x	x	Benny/Pule/ Trywell/Simon
Continuing		3.1f_2	Work with ZFE and ZCTU to increase high-level private sector engagement and participation in workplace wellness and HIV/AIDS programs	x	x	x	x	Simon/Kalasa/ Michael
Continuing		3.1f_3	Support peer learning through exchange visits to programs with successful workplace programs among the partners		x	x	x	Pule/Benny
3.1g Improve existing monitoring systems in workplace programs, and increase efforts to ensure that policies are being widely publicized/shared, utilized and implemented								
Continuing		3.1g_1	In collaboration with ZFE and the SHARe II policy and legal team, support dissemination of the National Workplace Policy and Line Ministry-specific policies	x	x	x	x	Simon/Policy
Continuing		3.1g_2	Finalize tool for Workplace HIV/AIDS Program supportive supervision and quality monitoring	x	x	x	x	Benny/Trywell/ Pule/Kim
Continuing		3.1g_3	Finalize and disseminate standard operating procedures and systems for program implementation and quality monitoring for the SHARe II private sector partner workplaces	x	x	x	x	Benny/Trywell/ Pule/Simon
3.1h Develop and/or strengthen an efficient mechanism to provide and communicate technical resources, updates and best practices								
Continuing		3.1h_1	Support an HIV/AIDS workplace program forum for sharing experiences and learning for the private sector	x	x	x	x	Simon/Michael/Jac k

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
3.1i Establish, strengthen and expand the formation of workplace support groups and programming								
	Continuing	3.1i_1	Support implementation Positive Action by Workers (PAW) programs within public and private sector workplace programs	x	x	x	x	Pule/Mercy/Anna/ Trywell
	Continuing	3.1i_2	Support formation of GESHA peer support/facilitation teams and groups in selected workplaces and defined outreach communities.	x	x	x	x	Benny/Pule/Simon
3.1j Expand and strengthen work with senior management of participating entities								
	Continuing	3.1j_1	Work with ZFE to increase high-level private sector engagement and participation in workplace HIV/AIDS programs	x	x		x	Simon/Kalasa/ Michael/Stan
Sub-Task 3.2: Expand and replicate efforts in the public sector including continued support and expansion to Additional Line Ministries								
3.2a Prioritize efforts with key ministries								
	Continuing	3.2a_1	With the Policy and CS teams support NAC to help PSMD to finalize terms of reference for their coordination role of the public sector Wellness and HIV/AIDS programs	x	x	x	x	Simon/Jack/Stan/ Michael
	Continuing	3.2a_2	With the SHARe II policy team provide TA to public sector SHARe II-supported partners to align and update existing workplace wellness and HIV/AIDS policies, and support dissemination	x	x	x		Simon/Charles/ Pule/Benny
	Continuing	3.2a_3	Implement expanded workplace-based HIV/AIDS and wellness programs (integrating malaria, reproductive health and family planning) based on the needs of each partner workplace	x	x	x	x	Benny/Pule/ Trywell/Mercy
	Continuing	3.2a_4	Develop standard operating procedures for engaging public sector workplaces and integrating wellness and HIV/AIDS programs	x	x			Simon/Benny/Pule /Trywell
3.2b Improve quality and innovation of workplace programming								
	Continuing	3.2b_1	Undertake supportive supervision and skills transfer to workplace wellness and HIV/AIDS committees in line ministries	x	x	x	x	Pule/Benny/ Trywell/ Mercy
	New	3.2b_2	Disseminate SHARe II workplace baseline survey results to partners to improve program quality and innovation	x				Benny/Simon/Kim

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
3.2c Improve the ability of line ministries to mainstream HIV/AIDS and GBV activities into their work								
Continuing	3.2c_1	Support implementation of the GESHA peer support programs	x	x		x	Benny/Pule/ Trywell	
Continuing	3.2c_2	Provide skills transfer and mentorship to GESHA facilitation teams in selected public sector ministries.	x	x	x	x	Pule/Benny/Simon	
New	3.2c_3	Work with the Police Victim Support Unit and Gender focal point persons in the SHARe II supported line ministries to tailor and implement strategies to address GBV in the public sector		x	x	x	Benny/Pule/Simon /Michael	
3.2d Develop and disseminate best practices in public sector workplace programming								
Continuing	3.2d_1	Support PSMD to host the IMASIF quarterly meetings	x	x	x	x	Simon/Benny/Pule /Jack/Charles	
3.2e Use “champions,” as well as the men’s networks in the fight against HIV/AIDS and GBV								
New	3.2e_1	Support forum for experience sharing and learning on GBV among stakeholders		x	x	x	Simon/Timothy/ Benny	
3.2f Expand and strengthen work with senior leadership								
Continuing	3.2f_1	Work with NAC to support PSMD to hold a high level meeting with Public sector leadership (PS and directors) to share public sector strategy for workplace programs	x	x		x	Simon/Michael/ Stan/Kalasa	
Continuing	3.2f_2	With NAC, support PSMD to coordinate public sector HIV/AIDS programs	x	x	x	x	Simon/Jack/ Charles	
Continuing	3.2f_3	Work with NAC to support PSMD and line ministries to increase high-level public sector participation in workplace HIV/AIDS programs	x	x	x	x	Simon/Jack/ Charles	
3.2g Improve existing monitoring and evaluation systems in workplace programs, and increase efforts to ensure that workplace policies are being widely publicized/shared, utilized and implemented								
Continuing	3.2g_1	Work with the focal point persons in line ministries to improve data collection and reporting	x	x	x	x	Simon/Benny/Pule /Kim	

Task 3: Strengthen and expand HIV/AIDS workplace programs								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 3.3: Strengthen capacity of Zambia Prison Service to implement, manage and evaluate effective and sustainable HIV/AIDS and wellness programs.								
	New	3.3a _1	Support training of clinic personnel and offender managers in Zambia Prisons Service to implement an effective health referral system for inmates and staff	x				Benny/Simon
	Continuing	3.3a _2	Strengthen capacity of prison HIV/AIDS coordinators to coordinate and monitor HIV/AIDS and wellness programs in their prison and defined outreach community	x		x		Benny/Simon
	New	3.3a _3	Introduce and or implement HIV/AIDS and wellness programs among juvenile inmates in Katombola Reformatory School	x	x	x	x	Benny/Simon
	Continuing	3.3a _4	Develop standard operating procedures and systems for HIV/AIDS program implementation and quality monitoring for the Prison Service health directorate	x				Benny/Simon
	New	3.3a _5	Mobilize leadership support for HIV/AIDS and wellness programs in Zambia prisons Service	x	x	x	x	Benny/Simon
	Continuing	3.3a _6	Strengthening HIV/AIDS/STI behavior change and communication efforts targeted at Zambia Prisons Service personnel and prison inmates	x	x	x	x	Benny/Simon
	Continuing	3.3a _7	Support effective and sustainable implementation of Gender, Sexuality and HIV/AIDS (GESHA) program in the Zambia Prisons Service and defined communities	x	x	x	x	Benny/Simon
	Continuing	3.3a _8	Provide technical assistance and supportive supervision for Zambia Prisons Service HIV/AIDS and wellness programs	x	x	x	x	Benny/Simon
Sub-Task 3.4: Documentation and Communication								
	Continuing	3.5a _1	Write success stories and best practices from workplace HIV/AIDS programs' scope of work	x	x	x	x	Benny/Pule/ Trywell/Simon

Annual Activity Plan for Objective 4: Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, USG partners, and other stakeholders

Institutions and organizations with limited resources must have strong and effective management, planning, and coordination skills to ensure efficient use of the available resources. As an under-resourced body, NAC has staffing and resource gaps that affect its capacity to coordinate the national response. As a key partner providing support to NAC to strengthen coordination and implementation of the national response, SHARe II is keenly aware that lack of consistent resources hampers NAC's ability to follow through on their strategies and activities. As a broad strategy, SHARe II has assigned key technical staff to add necessary skills to NAC's human resources, as well as providing senior technical support and mentorship to NAC counterparts. In order that SHARe II activities not only build on existing successes and capacities, but also fit into a broader national HIV response, SHARe II fosters partnerships with existing and new NAC partners (including USG partners) so that support is additive or multiplicative rather than duplicative, including through pursuing opportunities for joint implementation of activities.

Specifically, SHARe II activities in this area in FY2014 will expand on work began FY2013:

- Improve NAC's national HIV/AIDS response coordination effectiveness and NAC's communication with donors, implementers, GRZ and other players through supporting NAC to host regular stakeholder forums at the national and sub-national levels to provide updates on the state of the national and local HIV/AIDS responses, respectively, and gather input from participants to help improve performance. From this it is expected 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 through regular and improved communication.
- Work with other partners to build consensus on a common M&E framework for reporting for national HIV activities such as VCT day, traditional ceremonies, and other social mobilization events, including designing tools for reporting that will feed into the national M&E system.
- Refine and maintain the monitoring system developed by SHARe II that tracks leadership, legal and policy environment strengthening, coordinating structures strengthening activities.
- Collaborate with other USG-funded partners across sectors to build and establish workplace health programs that include a menu of workplace-based wellness services and referrals; SHARe II will provide technical assistance bringing lessons learned in SHARe to bear, with the expectation that supported USG partners will fund and manage their own programs.

Table 10 below shows the SHARe II FY2014 annual activities under **Objective 4**. These activities and those that will be carried out in subsequent years will cumulatively contribute towards the achievement of SHARe II expected results and deliverables.

Table 10: SHARe II 2012 Annual Work Plan for Objective 4 - Strengthen collaboration/coordination of HIV/AIDS activities with GRZ, and other stakeholders

Task 4: Ensure the collaboration and coordination incorporation of HIV/AIDS activities with the GRZ, USG-funded partners, and other stakeholders								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 4.1: Support the coordination of designing, implementing, managing, and evaluating of HIV/AIDS activities, ensuring ownership and use of HIV/AIDS approaches by the GRZ and other partners								
	Continuing	4.1a	Provide technical and funding support to NAC's 'State of the HIV/AIDS Response' coordination and update meetings	x	x	x	x	Stan/Michael
Sub-Task 4.2: Facilitate the development of a common M&E framework for national HIV activities								
	Continuing	4.2a	Develop M&E framework for reporting national HIV/AIDS activities and events (World AIDS Day, VCT, traditional ceremonies etc.) in collaboration with NAC and partners	x	x	x	x	Kim
	Continuing	4.2b	Provide technical support to NAC to manage and update the M&E framework for national HIV/AIDS events reporting	x	x	x	x	Kim
	New	4.2c	Provide technical support for data collection and reporting training for utilization of the updated M&E framework			x	x	Kim
Sub-Task 4.3: Establish and maintain a mechanism for tracking leadership, legal and policy environment strengthening, coordinating structures strengthening activities								
	Continuing	4.3a	Implement tracking system for leadership, policy, and legal environment and coordinating structures strengthening activities in the project	x	x	x	x	Mutinta/Michael/ Kim
	Continuing	4.3b	Refine and maintain tracking system for leadership, policy and legal environment and coordinating structures strengthening activities, including developing possible indicators	x	x	x	x	Mutinta/Michael/ Kim

Task 4: Ensure the collaboration and coordination incorporation of HIV/AIDS activities with the GRZ, USG-funded partners, and other stakeholders								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Sub-Task 4.4: Collaborate with USG-funded programs on workplace wellness programs	4.4a Engage USAID partners to implement workplace wellness programs							
	Continuing	4.4a_1	Hold meetings with USAID/USG-funded projects for planning, sensitization, reporting, and updates	x	x			Mercy U/Simon/Pule/Benny
	New	4.4a_2	Support implementation of joint USG health fair activities	x	x	x	x	Mercy U/Simon/Pule/Benny
	New	4.4a_3	Support a workplace wellness forum for USG partners to share lessons learned and best practices	x	x	x	x	Mercy U/Simon/Pule/Benny
	New	4.4a_4	Participate in National HIV/AIDS events		x		x	Mercy U/Simon/Pule/Benny
	4.4b Strengthen coordination and program implementation skills of the USG partner wellness coordinators							
	New	4.4b_1	Procure workplace wellness equipment for wellness program	x	x			Mercy U/Simon/Pule/Benny
	New	4.4b_2	Develop brochure on standard operating procedures for implementing workplace wellness programs		x	x		Mercy U/Simon/Pule/Benny
	New	4.4b_3	Design tools for documenting processes and best practices	x	x			Mercy U/Simon/Pule/Benny
	New	4.4b_4	Compile a list of technical resources (human and material) that can be drawn on when developing or implementing a wellness program	x	x	x	x	Mercy U/Simon/Pule/Benny
	New	4.4b_5	Design and launch a wellness newsletter for USG partners	x	x			Mercy U/Simon/Pule/Benny
	Other Activities: Social Mobilization, Documentation and Communication							
	Continuing	4.5a	Document lessons learned, success stories and best practices from SHARe II Task 4 programs	x	x	x	x	Muka/Michael/Kim
	Continuing	4.5b	Hold one medium-sized and one small social cross-task mobilization events		x	x	x	Muka/Michael/Mutinta

Annual Activity Plan for Cross-cutting Project Areas

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation

Table 11: SHARe II 2014 Annual Work Plan for cross-cutting/support project areas

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
Program Management and Coordination								
	Continuing	5.1a	Plan activities and agree Year 4 scopes of work with local partners LEAD, ZINGO, ZHECT				x	Louise/Muka/Mutinta /Michael
	Continuing	5.1b	Agree 2014 scope of work with NAC, write and sign overarching MOU for all four Tasks	x	x			Muka/Mutinta/ Michael
	Continuing	5.1c	Identify other local implementing partners, agree Year 4 scopes of work and work collaboratively to implement activities	x	x	x	x	Louise/Muka/Mutinta /Michael
	Continuing	5.1d	Hold monthly technical updates for SHARe II partners to support technical excellence	x	x	x	x	Louise/Muka/Mutinta /Michael
Monitoring and Evaluation (M&E)								
	Continuing	5.2a	Manage and maintain SHARe II M&E system	x	x	x	x	Kim
	Continuing	5.2b	Special studies data collection, analysis report writing, publication and dissemination	x	x	x	x	Kim
	Continuing	5.2c	Develop and implement tracking system for leadership, policy and legal environment and coordinating structures strengthening activities	x	x	x	x	Kim

Support Services – COP, Finance and Administration, and Monitoring and Evaluation (M&E) and Communication and Documentation								
Sub-Tasks	Status	#	Planned Activities	Timeframe				Responsible
				Q1	Q2	Q3	Q4	
	Continuing	5.2d	M&E training and support to SHARe II implementing partners	x	x	x	x	Kim
	Continuing	5.2e	Hold quarterly technical updates for SHARe II partners to support technical excellence & quality	x	x	x	x	Kim
	Continuing	5.2f	Conduct data quality assessments and ensure validity of SHARe II PEPFAR data	x	x	x	x	Kim
Finance and Admin (FA)								
	Continuing	5.3a	Continue providing F&A support to all program areas including procurement, financial reporting and budget management	x	x	x	x	Louise
	Continuing	5.3b	Request concurrence for revised staffing plans to support the 2014 work plan, shortlist, conduct interviews and hire staff for any remaining/new staff positions	x	x	x	x	Louise
	Continuing	5.3c	Oversee sub-granting processes including pre-funding assessments for any identified New local sub-partners	x	x	x	x	Louise
	Continuing	5.3d	Sub-grant to local partners and provide on-going oversight and support in the area of Finance and Administration	x	x	x	x	Louise
Communication and Documentation								
	Continuing	5.4a	Maintain adequate staffing for project documentation and communication	x	x	x	x	Kim/Muka
	Continuing	5.4b	Ensure that each of the four technical components writes and submits at least 4 success stories/best practices	x	x	x	x	Kim/Muka

IV. Monitoring and Evaluation (*a more comprehensive M&E Plan has been submitted to USAID*)

SHARe II's long term goal is to reduce the impact of the HIV/AIDS epidemic on Zambians through contributing to the achievement of Development Objective 3 (DO3) Human Capital Improvement and 3 Intermediate Results. (1) Health status Improved (2) Health systems and accountability strengthened (3) Community health practices improved

SHARe II's monitoring and evaluation (M&E) system continuously informs SHARe II, USAID, program beneficiaries, and other key stakeholders on progress towards achieving the objectives through implementation of annual activity plans. The M&E system will ultimately provide data and information to measure the impact that the project is having on the intended population. Building on lessons learned from SHARe, the M&E staff is integrated into the technical teams to create a culture where monitoring and evaluation is integral to the technical strategy as well as to daily implementation of activities. This ensures that real-time progress made towards project targets is available and reviewed by SHARe II staff and managers, and external feedback is provided to all relevant partners.

The SHARe II program activities will be continuously monitored and evaluated through the collection of both output and outcome indicators. To minimize burden, whenever possible, process monitoring and outputs will be conducted through self-administered tools which will generate many key outputs such as number of individuals reached, number of trainings conducted, number of people trained, and number of institutions provided with technical support. Evaluation will focus on measuring project outcomes, including in the areas of policy adoption and implementation, local resource allocation to the HIV/AIDS response, HIV/AIDS leadership and advocacy, coordination of the HIV/AIDS response, and levels of worker absenteeism related to HIV/AIDS. Data will be collected and tracked in the SHARe II performance-monitoring database, which will have a series of reports that can be run by any of the SHARe II staff to compare progress made towards an indicator target. The SHARe II M&E Plan has been submitted to USAID and provides a more detailed description of the project M&E system, indicators and deliverables.

V. Finance and Admin

Anticipated International Travel for Pre-approval

We are submitting the following anticipated international travel requests for SHARe II for pre-approval:

Table 12: Planned International Travel for FY14 for Pre-approval

#	From - To	Who	Approximate Dates (2014)	Reason/Justification
1.	Boston – Lusaka	<u>JSI</u> Program Coordinator (1) Senior Advisor (1)	March -August	STTA to SHARe II on program sustainability and documentation and communication
2.	Boston – Lusaka	<u>JSI</u> TBD (2)	April - Sept	STTA JSI/Boston on organizational development support to SHARe II partners
3.	Boston – Lusaka	<u>Initiatives Inc.</u> Technical Advisor (2)	May, August	STTA on the OCA certification process
4.	Lusaka – Boston	<u>JSI</u> COP	November	JSI COP/Senior HIV/AIDS Advisors Meeting
5.	Lusaka – Boston	<u>JSI</u> Senior Advisor (1) Program Coordinator (1)	November	SHARe II Strategic Planning and Workplanning
6.	Boston Lusaka	<u>Initiatives Inc.</u> President (1) Technical Advisor (1)	November	SHARe II Strategic Planning and Workplanning
7.	Lusaka – Melbourne	<u>SHARe II</u> TBD (6)	November	International AIDS Conference

Estimated Monthly Funding Requirements during the Upcoming Period of Implementation, through December 2013

Table 13: Historical and estimated average burn rates

Estimated Costs	US\$
Historical Average Burn Rate 1 January - 31 December 2013	\$ 511,983
Estimated Average Burn Rate 1 January - 31 December 2014	\$ 548,748

VI. Reports and Deliverables

Deliverables Schedule

As per the Contract, SHARe II will compile and submit deliverables to USAID as shown in *Table 14* below:

Table 14: SHARe II FY2013 deliverables schedule

	Deliverable	Due Dates
1.	Annual Workplans	15 December, 2010 – 2015
2.	Quarterly Progress Reports	30 October, 30 January, 30 April, 30 July
3.	Semi-Annual Progress Reports	30 April, 2011 – 2015
4.	Annual Progress Reports	30 October, 2011 – 2015
5.	Annual Country Operational Plans (COPS)	30 September 2011 – 2015
6.	Semi-Annual and Annual progress reports against approved indicators	30 April & October, 2011 – 2015

Final Report

The final report is due in February 2016.