

OVC PROGRAM ASSESSMENT TOOL	
Section 1: Grantee/Sub-Grantee Details	
Name:	
Location:	
Date:	
Assessment team:	
Interview respondents	

Instructions:

Method of Assessment: O = Observation; SI = Staff interview; CI = Client Interview; R = Records Review; MI = Management interview; GI/SHI = Gatekeeper/Stakeholder interview

Scoring Notes: 3 = Yes-Complete and comprehensive; 2= Yes - Needs improvement; 1 = Yes Very basic; 0 = No-Not at all; N/A = Not applicable

Section 2: OVC Program Assessment				
1. The OVC project design	Method	Post AED TA	Pre AED TA	Observations/rationale for score
Previous OVC program designs with subpartners were based on prior subpartner consultations in targeted geographical locations and not on predetermined targets of number of OVC to be reached (if yes provide documented evidence)				
The UG/Network organization has guidelines, tools or manuals that they use to provide technical assistance to subpartners to enhance knowledge and skills OVC needs assessment before initiating OVC service delivery (If the answer is yes, provide copy of training guide, tools, formats etc used by UG/Network and subpartners assessment reports produced)				
Grantee project proposal that was submitted as a response to OVC service delivery RFA was clear, realistic (OVC targets and resource allocation for interventions proposed), measurable and with time-bound goals and objectives that were logically linked for delivery of expected results				
The OVC project proposal submitted as a response to OVC service delivery RFA entailed a comprehensive portfolio of interventions covering child, caregiver/family and system levels				
The OVC project is integrated into the district/provincial/national Plan of Action for OVC				
Community structures/systems had been included in the project design to ensure ownership and continuation of the OVC interventions				
Program/project proposal conforms to PEPFAR's definition of OVC and distinguishes the vulnerability situation in each of the targeted provinces/geographical locations. OVC interventions described on the initial proposal as a response to the RFA specified age group specific interventions, gender and responsive to environmental situations of the geographical areas selected, and type of orphanage. Does the proposal				
The UG/Network program/project design describes how it would support sub partners to strengthen networking with other services providers and systems to ensure leveraging and wrap-around interventions involving both private and public sectors benefit targeted OVC				
Total Score		#REF!	#REF!	
2. OVC program standards	Method	Post AED TA	Pre AED TA	Observations/rationale for score
2.1A. Availability of skilled personnel to provide OVC care				
UG/Network had clearly documented job descriptions for key project personnel and criteria that would be used for recruitment of staff to provide OVC technical assistance to subpartners (Copy of JDs and criteria used for staff recruitment)				
UG/Network staff have tools and modules to train subpartner staff in the knowledge and skills required to provide OVC services				
UG/Network staff have an existing practice of continuously improving processes and systems to meet standards for quality improvement in delivery of OVC services				
UG/Network has templates and formats to use in guiding subpartner recruitment of <i>Activistas</i> and staff to ensure compatibility of skills training and experience for effective implementation of OVC services				
UG/Network has templates to use in guiding subpartners to develop written procedures and tools that will facilitate supervision of field staff and <i>Activistas</i> who are facilitating and providing support to individuals/ households caring for OVC				
		#DIV/0!	#DIV/0!	
2.1B. Availability of appropriate processes to support OVC care	Method	Post AED TA	Pre AED TA	Observations/rationale for score
UG/Network has tools to use to improve subpartner skills on evaluating the well-being and priority needs to guide planning for care and support provided to EACH OVC				
UG has a functional OVC database and can demonstrate how it is used for project management				
UG/Network has documented procedures to help guide subpartners on referral of households caring for OVC to selected services that would benefit the targeted children				
UG/Network has a template to use in training subpartners on referral of OVC clients (Copy of model of referral document)				
UG/Network has provided support to subpartners to develop functional linkages with referral networks and services for OVC clients in targeted Provinces/Districts				
UG/networks has a guideline to support subpartners in understanding and mobilizing community leadership to take lead in soliciting community action caring for OVC including protection of their rights				
UG/Network has developed mechanism to process data from subpartners, reflect and act to monitor the quality of services and evaluate the changes				
	U	#REF!	#REF!	
2.1C. UG/Network understanding of how to assess availability and monitor the following minimum of OVC services	Method	Post AED TA	Pre AED TA	Observations/rationale for score
Does the UG/Network have a guideline, tools to use in coaching and mentoring subpartners in carrying out OVC identification and assessment to determine deserving cases and their priority needs in relation to OVC services				
Does the UG/ network assess progress of child index status on a quarterly, semi-annual or annual to monitor improvement for services selected as priority for the individual OVC				

