



USAID
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ANNUAL WORKPLAN

USAID URBAN GARDEN PROGRAM FOR HIV-AFFECTED WOMEN AND CHILDREN

2008 – 2009



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CONTENTS

- ABBREVIATIONS V**
- OVERVIEW OF PROGRAM..... 1**
- PROJECT START UP AND MANAGEMENT 3**
- STAFFING AND PERSONNEL..... 5**
- INITIAL ENVIRONMENTAL EVALUATION AND PERSUAP 7**
- GRANTS PROGRAM..... 9**
- EXIT STRATEGY 11**
 - BENEFICIARY LEVEL..... 11**
 - IP LEVEL 11**
 - LOCAL PARTNERS – GOVERNMENT..... 11**
- PROJECT GOALS 13**
 - GOAL 1: IMPROVE NUTRITIONAL STATUS AND GENERAL WELL BEING OF HIV/AIDS AFFECTED HOUSEHOLDS..... 13**
 - Objective 1.1: Develop Urban Gardens for HIV/AIDS Affected Women and OVC..... 13
 - GOAL 2: IMPROVE HEALTH STATUS AND EDUCATION OPPORTUNITIES OF OVC 14**
 - Objective 2.1: Work with IPs and Local Government to link OVC to Health and Education Services..... 14
 - GOAL 3: IMPROVE INCOME AND ASSETS THROUGH THE SALE OF SURPLUS FOOD, ACCESS TO ALTERNATIVE LIVELIHOODS AND ACCESS TO FINANCIAL SERVICES 15**
 - Objective 3.1: Work with Beneficiary Households on Accessing Markets for the Sale of Surplus Food 15
 - Objective 3. 2: Work with Select Beneficiaries on Adding Poultry and/or Fruit Trees as A Diversification Strategy for Increasing Household Income 16
 - Objective 3.3: Link with or Develop Saving and Loan Groups for Groups of Urban Garden Beneficiaries 16
 - GOAL 4: IMPROVE CAPACITY OF LOCAL ORGANIZATION TO INTEGRATE LIVELIHOOD, NUTRITION AND OTHER NON-HEALTH SUPPORT SERVICES TO HIV/AIDS AFFECTED HOUSEHOLDS.... 17**

Objective 4.1: Build the Capacity of Local Non-Government Organizations to Integrate Gardening, Nutrition and Livelihood Interventions	17
GOAL 5: MONITOR, DOCUMENT, AND STRENGTHEN URBAN GARDEN PROGRAM	17
Objective 5.1: Develop Monitoring Process	17
LOGICAL FRAMEWORK	19
DETAILED CHRONOLOGICAL IMPLEMENTATION PLAN	23

TABLES AND FIGURES

TABLE

1 Activities by Goals, Objectives, Activities and Sub-Activities 19

2 Work plan for USAID/UGPHAWC 23

ABBREVIATIONS

M&E	Monitoring and Evaluation
EO	Extension Officer
IEE	Initial Environmental Examination
IPs	Implementing Partners
OVC	Orphans and vulnerable children
PEPFAR	President Emergency Plan for AIDS Relief
PERSUAP	Pesticide Evaluation Report and Safer Use Action Plan
STs	Supervisor Trainers
TAMIS	Technical and Administrative Management Information System
USAID	United States Agency for International Development
VSL	Village Savings and Loans

OVERVIEW OF PROGRAM

HIV/AIDS affected women and children in Ethiopia are too often drawn into a vicious cycle of poverty in which their weakened health and economic status leads to reduced food security and malnutrition focusing many to engage in risky behavior for survival which further spreads the disease and deepens poverty. The overarching goal of the Urban Gardens program is to break this vicious cycle and improve the food security and nutritional status of this target group. The program will strengthen/accelerate the provision of services and economic support that will enable women and children infected or affected by HIV/AIDS to obtain skills and means necessary for a more productive, healthy life.

Building upon the Urban Agriculture Program for HIV/AIDS affected Women and Children, the Urban Gardens program will continue to its efforts to reach HIV/AIDS affected women and children through the creation of household, school and communal gardens using drip irrigation technology. Initially, the project will operate in six cities -- Addis Ababa, Bahidar, Gondor, Dessie, Adama and Awasa, and expand in Year Two and Three of the Project to areas determined in collaboration with USAID. The discussions related to expansion will begin in Year One. In year one of the Urban Gardens Program DAI will work to support the creation or expansion of 4,500 gardens which benefit more than 15,750 orphans and vulnerable children. Of these 4,500 gardens, 3,000 worked with DAI on the previous project and will be screened for additive follow-on activities. These activities include the raising of poultry and growing and harvesting of fruit trees. While the main focus of the program is on increasing nutrition status, the program will work on a secondary level to use the gardens and other add-on livelihoods activities to improve the income of households.

During Year One, the program will also work to address other social needs of these household beneficiaries by improving referrals to health, education and care and treatment services, and beginning the preparation process for the addition of a savings and loan component in year two of the program. Through increased food production, beneficiaries will improve their nutrition and increased family income. In addition they will gain access to health care and improve their education

This work plan contains a detailed description of the planned activities for the Urban Gardens Program as well as the time line detailing activities and performance monitoring plan that announces the approach by which the project will monitor, capture and report results. Project activities are detailed as they relate to project goals and objectives. The Performance Monitoring Plan is under separate cover and is complementary to the work plan.

PROJECT START UP AND MANAGEMENT

Because many members of the previous team are in place, DAI is scaling up activities rapidly. The Urban Gardens Program is relocating to a larger office situated in Bole Sub City, Kebele 02, House number 3091, off of Ring Road near the Addis Cardiac Hospital, and in front of ZAF Pharmaceuticals. Both PACT and INTRAHEALTH NGO offices are nearby. This new space has significant space for meetings and training sessions with implementing partners (IPs), and is located near a number of existing IPs and health partners. The new office also has sufficient space for storage of equipment and a demonstration garden plot to be maintained by beneficiaries of an Addis based IP.

STAFFING AND PERSONNEL

DAI is in the process of finalizing staff positions needed in year one and beyond. By November 17, 2008, the project will hire and train 2 supervisor trainers, one senior supervisor trainer, and one junior supervisor trainer. These new positions will be brought on in the first months of the project. A senior capacity building staff position will be recruited and hired by January or February of 2009. This new structure, will allow the senior management staff to have more time to manage the program, ensure adequate supervision, monitoring and to build relationships with PEPFAR partners and government offices at national, regional and local government offices.

The new structure differs from the structure described in the proposal. In developing the work plan the responsibilities of the core staff were reviewed carefully. It was determined that with the new responsibilities of the project, integration of health, nutrition, and the need to ensure that the program will not only reach the target numbers but also ensure quality services to beneficiaries. The new senior supervisor trainer will oversee the supervisors in Addis, Adama and Awasa and bring more strength in economics to help improve the marketing potential of the program. The new senior capacity building coordinator will have a background in nutrition, HIV/AIDS and training to help develop strengthen the capacity building of supervisor trainers in year one, and to prepare the training program for expansion into new areas in year two.

DAI will install a customized version of our Technical and Administrative Management Information System (TAMIS) beginning in early November 2008. This system will allow for close tracking of the work plan, deliverables and other planned project outputs. The TAMIS maintains a highly functional grants management module which will allow the project to capture data easily from grant recipients (IPs) and a monitoring and evaluation (M&E) system. These modules are detailed in the performance management plan. See separate attachment. All Addis based staff will be trained on use of the TAMIS in early to mid November and will be expected to maintain the data base to allow for accurate, timely project information and results.

INITIAL ENVIRONMENTAL EVALUATION AND PERSUAP

USAID's Environmental Procedures (known as 22 CFR 216) provide the basis for applying pertinent U.S. environmental legislation and policy. In the USAID Urban Garden Program for HIV-Affected Women and Children, an Initial Environmental Examination (IEE) will be conducted. All activities with a positive determination (likely to cause harm) would be required to have an environmental assessment or/ and environmental impact statement. The IEE will also include recommended mitigation measures, including M & E.

A consultant from DAI will prepare a Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP) to determine the types of approved pesticides to be used by the program, practical actions by which to reduce the risks of using these pesticides considering the context in which they will be used, the particular elements of the program, and the capacities of the partners involved. As part of PERSUAP, the Urban Garden Program for HIV/AIDS Affected Women and Children will develop soil testing methodologies to ensure all garden sites are safe for cultivation of fruits and vegetables for human consumption.

GRANTS PROGRAM

The grants manual has been drafted and was submitted to USAID for approval. Grants from the new program will be awarded following an application process that will be made public in late November. The grant process will be announced at sensitization workshops that will be held in all six towns where the project will work. The mayor of each town will be asked to host the workshop, and to invite all previous collaborating IPs to attend. The program will be explained, and the grants process will be outlined. There will be cash grants and in-kind grants available. In addition, when projects come to an end IPs who works with OVCs under 18 will have an opportunity to apply for cash or in-kind grants to support OVCs until they are 18.

Tesfaye Getachew will manage the grants. The applications will be accepted immediately following the sensitization workshops. They will be reviewed by the supervisor trainers and the management team of Urban Garden Program for HIV-Affected Women and Children. IPs with prior experience will be given preference. The grants will be reviewed by USAID, and then awarded to the IPs.

EXIT STRATEGY

BENEFICIARY LEVEL

The Urban Garden Program for HIV-Affected Women and Children has reduced the ratio between the number of extension workers and beneficiaries. Extension workers will be responsible for visiting beneficiaries weekly. There will be an emphasis on working with beneficiaries in groups. School gardens and communal gardens will allow extension workers to form groups of beneficiaries, OVCs, women or mixed groups. Mapping sessions, market associations and community conversations, along with field fair days and annual meetings will build a sense of community among beneficiaries. In addition, the OVCs will receive on-going support in the form of seeds, and linkages to community services until they reach the age of 18. By building linkages to existing community resources, the benefits to OVCs will be sustainable.

Through linkages to other PEPFAR partners and other community support systems, OVCs and women affected by HIV/AIDS will be able to continue to grow and market their produce. The improved nutrition, along with marketing skills and the ability to communicate with others, as well as the ability to access health services will continue long after the program has ended.

The champion program beneficiaries will be honored at field fair days and other special occasions and act as role models to others. The lessons they have learned will be beneficial to mentoring others and building community support for low cost and efficient methods to achieve good nutrition. By the time the program has left the project area, beneficiaries will be continuing to garden and market their produce, while they inspire others to do the same.

IP LEVEL

By working closely with IPs who have experience working with other PEPFAR partners, the Urban Garden Program for HIV/AIDS Affected Women and Children, the program areas will be able to institutionalize approaches and mechanisms for improving gardening, marketing and care and support for OVCs and women affected by HIV/AIDS. Each IP will receive technical assistance related to gardening and nutrition, along with organizational capacity building that will enable them to continue their support for urban gardens long after the program ends. The side-by side experiential learning approach, with strong commitment from local government ensures that IPs will gain the skills necessary to ensure land tenure and other support necessary for beneficiaries to maintain gardens and good nutrition.

Field Fairs and the annual meeting will be a time for IPs to highlight their work and to be honored. The program will build on the skills that IPs possess and provide TA regarding new areas such as gardening and nutrition. By supporting IPs through in-kind and cash grants, IPs can build their capacity to sustain their support of urban gardens, and replicate them in other areas.

LOCAL PARTNERS – GOVERNMENT

The support of local government is essential to the sustainability of urban gardens for HIV affected women and children. It is through the government support that land is secured and gardens flourish.

Advocacy and partnership are key themes of the Urban Gardens for HIV-Affected Women and Children program. The mayors and other influential leaders are approached and brought on board from the very beginning of the program. This year mayors will be honored at field fairs and at the annual meeting for their commitment. The management team will be developing a strategic approach to build support of mayors and other leaders for the securing of land. The land and water are essential for providing sustainability and security for the gardens. With a special focus on building the support and honoring the leadership of mayors, the garden plots will continue and other mayors will replicate the concept.

The lessons learned from the development of government partners will be recorded, and the successful models will be replicated in the expansion of the project in Year Two.

The partnership between governments, IPs and beneficiaries will be the highlight of the annual meeting, with awards presented to the champion partnerships. By raising the level of attention and building media support, mayors and communities will become models for replication.

PROJECT GOALS

GOAL 1: IMPROVE NUTRITIONAL STATUS AND GENERAL WELL BEING OF HIV/AIDS AFFECTED HOUSEHOLDS

OBJECTIVE 1.1: DEVELOP URBAN GARDENS FOR HIV/AIDS AFFECTED WOMEN AND OVC

Activities:

1.1.1 Build Local Government Support for Program

Establishing secure land for gardening is essential to the sustainable development of gardens for HIV-affected women, orphans and vulnerable children. Given the absence of private land in Ethiopia, the project must work with local government leaders, particularly mayors, in the six cities to identify and secure land for individual and communal gardens, making it possible for program beneficiaries to produce vegetables and fruit and in some cases, raise poultry and small ruminants. During the start up phase project leaders will engage local mayors from municipalities to ensure their buy into the program and their assistance in identifying suitable land for garden sites. This buy in, support and engagement will be critical throughout the implementation of the program.

Local mayors will also help program staff to schedule the initial community sensitization sessions. Local government leaders, agencies, and agents will be partners throughout the program from the community to regional levels.

1.1.2 Select and Assess, IPs and Train Supervisor-Trainers

Supervisor- trainers will be oriented and introduced to the concepts and procedures of the new project. The four day training will include expectations for documentation, supervision and linkage to health and livelihood programs. A TOT will be held in early December to refresh STs in gardening, prepare them in small ruminants and chicken raising, and to introduce methodologies for linking to health and livelihood programs.

The selection of IPs will be initiated through a sensitization workshop held in each town and hosted by the local mayor. Local NGOs and CBOs will be invited, and staff of the Urban Garden Program for HIV-affected Women and Children will present the content and expectations of the new program.

Beneficiaries, including lead gardeners and other local participants in previous UGP gardens will also be there to share their experiences. During the sensitization workshop NGOs and CBOs will be invited to apply to the program to become Implementing Partners. During this first year priority will be given to previous IPs, but all applications will be reviewed and many may be considered for next year.

The IPs will hire extension workers to oversee and monitor the gardens and deliver health messages, make referrals for health and livelihood needs and facilitate savings groups and formation of marketing associations. The UGHAWC supervisor trainers will be responsible for building relationships with the IPs and overseeing the implementation of the program in the IP areas. IPs will be assessed for their

management and technical capacity by the supervisor trainers, using a DAI tool called Operational Capacity Assessment Tool (OCAT). The supervisor trainers will train the extension workers in the technical content of the program, health, livelihood and gardening, and documentation. A simple field guide will be developed to guide extension workers as they pass on information formally and informally to beneficiaries. The extension workers will then collect data from the extension workers and monitor the outreach, outputs and deliverables of the extension workers and IPs.

1.1.3 Develop and Roll Out Grant Program to Support IPs

IPs will be awarded small grants, either in-kind, cash or follow on depending on the needs determined by the UGHAWC staff. A small grants manual will be developed and approved by USAID. All interested NGOs and CBOs will be invited to the sensitization workshop sponsored by the local mayor. At that time the grant making process will be explained and current IPs and potential partners will be requested to apply for in-kind, cash grants or follow-on grants.

1.1.4 IP Extension Workers Select and Train Lead Gardeners

Lead gardeners receive formal 3-day training on the details of drip kit gardening, and will now learn more information about ruminants, chickens and health and nutrition information. Non-formal training between extension workers and gardeners will continue throughout the year.

GOAL 2: IMPROVE HEALTH STATUS AND EDUCATION OPPORTUNITIES OF OVC

OBJECTIVE 2.1: WORK WITH IPS AND LOCAL GOVERNMENT TO LINK OVC TO HEALTH AND EDUCATION SERVICES

Activities:

2.2.1 Mapping Activity of Local Health and Education Services with IPs and Community Input

The previous urban gardens project demonstrated that the development of gardens and sale of produce can be a factor in keeping OVCs in school. The Project will continue to partner with schools and link to communities to ensure that the growing and marketing of produce continues. In addition, the program will facilitate a participatory process that helps OVCs to map local health services, to assess distance, availability and accessibility of needed health services and other resources. The program will also help to assess the barriers to services and aid the OVCs in seeking solutions to their nutrition and health needs.

2.2.2 Mobilize Communities for OVC Care and Support/Nutrition

Where community conversation groups exist, IP extension workers will attend these groups and introduce nutrition and the value of gardens to community groups. Many OVCs and HIV affected women are already part of these groups. Where the community conversations are not operational, extension workers will initiate them.

2.2.3 Support IPs to Ensure the Nutrition, Health and Well Being of OVCs Until They Reach the Age of 18

Small grants will be given to IPs to continue their support of OVCs until they reach the age of 18. Most of this support will be in the form of seeds, water and linkages to health and other support services.

GOAL 3: IMPROVE INCOME AND ASSETS THROUGH THE SALE OF SURPLUS FOOD, ACCESS TO ALTERNATIVE LIVELIHOODS AND ACCESS TO FINANCIAL SERVICES

OBJECTIVE 3.1: WORK WITH BENEFICIARY HOUSEHOLDS ON ACCESSING MARKETS FOR THE SALE OF SURPLUS FOOD

Activities:

3.1.1 Conduct Marketing Training for STs

The marketing of produce is a key activity of the program. In some communities, local school teachers, and supportive community members have been active promoters of the sale of surplus foods. The program will build on these models and also provide technical assistance in marketing to strengthen the skills of beneficiaries. The formation of marketing associations and development of field fairs as means of promotion of produce sales will be central to assisting beneficiaries to access existing and new markets for their goods.

Supervisor trainers will be trained as trainers in marketing that includes how to facilitate the formation of marketing associations and the building on current marketing models.

3.1.2 Hold Field Fair Days

Semi-annual field fairs will be held in each town. These will build on the vegetable days previously sponsored by the past Urban Garden Project. The field fair days will be larger, with a focus on building community and government support and gaining media attention as well. Produce will be sold and demonstrations of the making of nutritious food will be held. This will also be a time to honor local officials, IPs and beneficiaries.

3.1.3 Reduce Stigma by Integrating Beneficiaries into Mainstream Marketing Associations

Marketing associations can build on existing savings and loans groups, or there may be existing marketing associations. Beneficiaries will be linked to these existing groups when possible to help integrate HIV-affected beneficiaries into the greater community. In other cases new marketing associations will be developed. IPs and supervisor trainers will help to determine when and how to facilitate the formation of marketing associations. These associations will also be part of developing the field fairs, developing a participatory strategy that is sustainable.

OBJECTIVE 3. 2: WORK WITH SELECT BENEFICIARIES ON ADDING POULTRY AND/OR FRUIT TREES AS A DIVERSIFICATION STRATEGY FOR INCREASING HOUSEHOLD INCOME

Activities:

3.2.1 Select and Train Households in Care for Chickens

A committee made up of extension workers, IP leaders and supervisor trainers will develop criteria for the addition of poultry and or fruit trees to the garden of beneficiaries. These additions require increased skill and care. Only those beneficiaries who have been successful in growing and marketing produce will be selected. Other criteria such as space and other requirements will be determined by the committee.

3.2.2 Select and Train Households to Care for Fruit Trees

Fruit trees will be chosen later in the year. Planting of fruit trees is extremely dependent on secure land. Mayors and influential community members will be approached throughout the year in preparation for the selection of beneficiaries who will plant fruit trees. The same committee who will select beneficiaries to raise poultry will select those who will plant fruit trees.

3.2.3 Explore the Feasibility of Solar Dryers for Fruit and Vegetables

Solar dryers are a new concept. Their feasibility will be evaluated by the supervisor trainers and the management team. They will be demonstrated at the field fair days. If they seem feasible they will be tried in some select areas.

OBJECTIVE 3.3: LINK WITH OR DEVELOP SAVING AND LOAN GROUPS FOR GROUPS OF URBAN GARDEN BENEFICIARIES

Activities:

3.3.1 Assess Environment for Add-on of Savings and Loan Component with Existing Urban Garden Beneficiaries

A local and /or international financial services specialist will be contracted to review local formal and informal savings and loans structures in the last quarter of Year One. This consultancy will review opportunities for the project to link to existing groups, as well as determine the readiness of gardening groups to begin savings and loan activities in Year Two. At this stage, the program will determine the appropriateness of either linking with an existing local organization (or multiple organizations) to provide the facilitation of these savings and loan groups, or undertaking this facilitation directly through the program. Savings groups will be researched during this first year. Many IPs may currently have them. However, it will be critical to determine the type of savings groups and criteria for determining the readiness of beneficiaries. When possible the program will link with existing groups.

3.3.2 Plan Savings Activity for Year Two

Following the completion of the assessment, the project will design the program for Year Two and beyond. This program will be detailed in the Year Two work plan and discussed in detail with USAID.

GOAL 4: IMPROVE CAPACITY OF LOCAL ORGANIZATION TO INTEGRATE LIVELIHOOD, NUTRITION AND OTHER NON-HEALTH SUPPORT SERVICES TO HIV/AIDS AFFECTED HOUSEHOLDS

OBJECTIVE 4.1: BUILD THE CAPACITY OF LOCAL NON-GOVERNMENT ORGANIZATIONS TO INTEGRATE GARDENING, NUTRITION AND LIVELIHOOD INTERVENTIONS

Activity:

4.1.1 Strengthen Linkage of IPs with Other PEPFAR Partners Providing PMTCT, Home Based Care and ART

By linking with IPs that are currently involved with other PEPFAR partners, the Urban Gardens program will have a strong base on which to build. IPs that are already engaged with home based care or other HIV/AIDS health initiatives will ensure that beneficiaries are meeting some of their other basic needs, while making links to nutrition, gardening and marketing of produce.

GOAL 5: MONITOR, DOCUMENT AND STRENGTHEN URBAN GARDEN PROGRAM

OBJECTIVE 5.1: DEVELOP MONITORING PROCESS

Activity:

5.1.1 Develop Baseline

The baseline will be conducted to gain knowledge of existing skills and information related to nutrition and other program components prior to the implementation of the program

5.1.2 Develop Monitoring Tools for Supervisor Trainers and Extension Officers

Daily journals and weekly logs will be incorporated as part of the monitoring process for the Urban Gardens Program.

5.1.3 Train Supervisor Trainers to Train Eos in Monitoring and Documentation

Training of trainers will be conducted to make sure that supervisor trainers and extension officers are able to gather on-going information that will be shared with the management team and contribute to TAMIS record keeping.

LOGICAL FRAMEWORK

October 2008 – September 2009

TABLE 1: ACTIVITIES BY GOALS, OBJECTIVES, ACTIVITIES AND SUB-ACTIVITIES

Activities	Start Date	End Date	Outputs	Responsibility	Resources Required
Goal 1: Improve nutritional status and general well being of HIV/AIDS affected households					
Objective 1.1: Develop urban gardens for HIV/AIDS affected women and OVC					
Build local government support for program	10/08	ongoing	<ul style="list-style-type: none"> • Advocate to local mayors and other officials to host sensitization workshops. • Land secured 	Gatachew Yimam	
Select and train IPs and supervisor trainers	11/08	11/08	<ul style="list-style-type: none"> • Sensitization workshop conducted • IPs and mayors • Training materials integrated with health and nutrition • 5-day TOT course for supervisor trainers (integrating health and nutrition information) • Training by supervisor trainers of IP extension workers • Field guide for extension workers developed 	Gatachew, Yiman, supervisor trainers (STs), IPs	
Develop grant program to support IPs	10/08	12/08	<ul style="list-style-type: none"> • Grant program set up • Grants publicized through sensitization workshop • IPs submit expressions of interest for review • EOIs reviewed, vetted and approved 	Getachew,	
1.1.4 IPs select and train lead gardeners	11/08	11/08	<ul style="list-style-type: none"> • Field guide developed for lead gardeners • Training conducted for lead 	Getachew, Yimam, STs	

Activities	Start Date	End Date	Outputs	Responsibility	Resources Required
			gardeners		
1.1.5 Establish gardens	10/08	06/09	<ul style="list-style-type: none"> Dripkits, chickens, fruit tree saplings and other commodities procured and distributed 	Getachew, Yiman, STs	
Goal 2: Improve health status and education opportunities of OVC					
Objective 2.1: Work with IPs and local government to link OVC to health and education services					
2.1.1 Link with PEPFAR partners that provide health and education services to OVCs	3/08	9/08	<ul style="list-style-type: none"> Training of ST on community conversations related to health, nutrition and education Mapping of community services available for OVCs 	Getachew, Yimam, PEPFAR partner experts	Training materials
2.1 .2 Work with local schools and communities to support beneficiaries	3/08	9/08	<ul style="list-style-type: none"> Linkages created between IP extension workers/ STs and local health extension workers related to HIV/AIDS, care and support. Communication strategy for schools and communities for support of OVC use of land, marketing of produce and links to education Local HIV and OVC community organizations linked to community conversations and other project activities 	PEPFAR partner experts, STs, and Eos	Extension guide book, community conversation guide, school land and marketing training.
2.1.3 Award follow on grants to IPs working with OVCs	TBD	TBD	<ul style="list-style-type: none"> OVC gardeners to map their community services available IP extension workers facilitate link to services such as WFP or other supplemental food programs. 	Getachew	Assessment of OVC IPs
Goal 3: Improve family income and assets through the sale of surplus food, access to alternative livelihoods and access to financial services					
Objective 3.1: Work with beneficiary households on accessing markets for sale of surplus food					
3.1.1 Conduct marketing training for STs	5/08	5/08	<ul style="list-style-type: none"> Marketing training conducted for STs 	Consultant	Transport, training material

Activities	Start Date	End Date	Outputs	Responsibility	Resources Required
3.1.2 Hold field fair days	5/08	6/08	<ul style="list-style-type: none"> Semi-annual field days held to promote gardens and produce 	Getachew, Yimam	Gardens, meeting halls, transport facilities
3.1.3 Reduce stigma by integrating beneficiaries into mainstream marketing associations	6/08	6/08	<ul style="list-style-type: none"> Marketing associations inclusive of beneficiaries identified or formed 	STs and Eos.	BCC materials on stigma, transport facilities
Objective 3.2: Work with select beneficiaries on adding poultry and/or fruit trees as diversification strategy for improving household income					
3.2.1 Select and train households in care for chickens	3/08	3/08	<ul style="list-style-type: none"> Poultry pens constructed Chickens procured and distributed Training for beneficiaries on poultry care 	Getachew, Yimam, STs, EOs	Chicken, training materials for chicken, transport facilities
3.2.2 Select and train households in care of fruit trees	7/08	7/08	<ul style="list-style-type: none"> Assessment conducted of appropriate fruit tree varieties and sources for seeds Nurseries established Establish nurseries Seeds and seedlings purchased and distributed to beneficiaries Training conducted for beneficiaries in care of fruit trees 	Getachew, Yimam, STs, EOs	Fruit tree seeds/seedlings, nursery sites, transport facilities
3.2.3 Explore the feasibility of solar dryers for fruit and vegetables	5/08	6/08	<ul style="list-style-type: none"> Assessment conducted Based on feasibility, solar dryer procured and demonstrated at field fair day 	Getachew, Yimam	Rural technology facilitate, transport facility and allowance
Objective 3.3: Link with or develop savings and loan groups with groups of urban garden beneficiaries					
3.3.1 Assess environment for add on of savings and loan component with existing urban garden beneficiaries	6/08	7/08	<ul style="list-style-type: none"> Assessment of current environment and partners conducted Strategy for VSL implementation 	Green	VSL guides
3.3.2 Plan savings activity for year two	8/08	8/08	<ul style="list-style-type: none"> Plan for year two savings and loan program produced 	Green	VSL training materials, resource personnel

Activities	Start Date	End Date	Outputs	Responsibility	Resources Required
Goal 4: Improve capacity of local organizations to integrate livelihood, nutrition and other non-health support services to HIV/AIDS affected households					
Objective 4.1: Build the capacity of local non-governmental organizations					
Activity 4.1.1 Strengthen linkage of IP partner with other PEPFAR partners providing PMTCT, home based care and ART	10/08	9/09	<ul style="list-style-type: none"> Linkages made between IPs and PEPFAR network 	Yiman, Getachew	Information materials, transport facilities
Goal 5: Monitor, document and strengthen program					
Objective 5.1: Develop Monitoring process					
Activity 5.1.2 Develop monitoring tools for supervisor trainers and EOs	10/08	11/08	<ul style="list-style-type: none"> Program monitored for outputs and problem solving 	Addis	
Activity 5.1.3 Train supervisor trainers to train Eos in monitoring and documentation	11/08	11/08	<ul style="list-style-type: none"> Monitoring and documentation maintained at the community level 	Gesatchew, Yiman	

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4												
Sub grant written																												
Sub-grant awarded																												
Extension officer recruitment & Training																												
IPs recruit extension officers																												
Mapping health service facilities																												
Extension officers meet with and review beneficiary needs																												
Final beneficiaries selected, assign package																												
Lead gardeners selected,																												
Extension officers training																												
Lead gardeners training																												
Train lead gardeners																												
Ext. officer & lead gardeners train follower gardeners																												
Procurement of drip kits																												
Assess competent vendors																												
Get quotations																												
Negotiate price & write purchase order																												

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4														
Issue purchase order																														
Chicken procurement																														
Determine the breed and # of chicken																														
Construct poultry pen																														
Identify potential sources																														
Conduct chicken procurement																														
Fruit tree seedling procurement or establishment																														
Identify the type of fruit trees required by regional requirement																														
Identify source of potential fruit seeds and/or seedlings																														
Purchase seeds																														
purchase seedlings																														
Field work /implementation																														
Distribute drip kits																														
Establish gardens																														
Distribute chicken																														
Distribute plant fruit trees																														

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S	
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4										
Orient health extension workers to ensure the linkage of health & agri.																										
Attend community conversation to integrate nutrition & gardening																										
Assess the potential of dryers																										
Exploring new irrigation technologies & practices																										
Field fair days																										
Conduct field day																										
Demonstrate solar dryer technology																										
Marketing																										
Conduct marketing ToT for STs,																										
Marketing training for EOs																										
Beneficiary training on marketing;																										
Assess market potential and the capacity of beneficiaries produce																										
Form Market associations																										
Provide marketing support to																										

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S							
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																
beneficiaries																																
Informal Saving & Loans group																																
Assess current informal SLs																																
Plan the role out of new saving and loan program for year two																																
TA to work with IPs& local gov't to link Health& Education Service																																
Working with PEPFAR partners to train STs on community conv.																																
Ext. officers work with OVC gardeners to map their community services.																																
work with IPs to link OVCs to WFP or other food programs																																
Link beneficiaries with local health workers & community HIV/AIDS care support																																
Link beneficiaries to schools & communities for produce & link to education																																
Develop messages in education for OVCs to be used by STs, IPs & Ext.off.																																

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S							
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																
Identify local community & invite them to community conversation marketing produce & other group supports for ovc																																
Assessing the institutional and Human capacity of local NGOs																																
Provide TA (leadership & financial mgt'training)																																
Identify & prioritize IPs linked to PEPFAR partners on HBC, PMTCT, ART, etc.																																
Reinforce PEPFAR prev., care & treatment prog.by building capacities of beneficiaries in nutrition, gardening, IGA																																
Link new IPs and beneficiaries with the PEPFAR network																																
Base line survey																																
Prepare survey questionnaire																																
Recruit enumerators																																
Train enumerators																																
Conduct pilot survey																																
Field data collection																																

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S							
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4																
Data entry																																
Data analysis																																
Reporting writing																																
Presentation of the finding to USAID/UGPHAWC staff																																
Operational areas monitoring																																
Field monitoring to all operational area (North & South) by TAs																																
Conduct pre & post award surveys																																
Conduct financial auditing on IPs																																
Prepare DAI office to administer prog.																																
DAI IT assessment and setting																																
Reports																																
Quarter repots																																
Bi-annual and annual reports																																

Activities	September/week				October/week				November/week				December/week				J	F	M	A	M	J	J	A	S	
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4										
Measuring outcomes and Impact																										
Annual conference highlight lessons learned & honor champions who exemplify program success.																										
Annual learning assessment workshop																										