

**ASHA Project  
Micro-planning process for HIV Prevention among  
Most at Risk Populations (MARPs)**

**Training Guidelines for Outreach Educator and  
Community Mobilizer**

**ASHA Project  
Family Health International (FHI) Nepal  
Kathmandu 2009**

Family Health International/Nepal  
USAID Cooperative Agreement #367-A-00-06-00067-00  
Strategic Objective No. 9 & 11

## Acronyms

AIDS	:	Acquired Immune Deficiency Syndrome
ASHA	:	Advancing Surveillance, Policies, Prevention, Care and Support to Fight HIV/AIDS
CM	:	Community Mobilizer
FAO	:	Food and Agriculture Organization for United Nations
FHI	:	Family Health International
FS	:	Field Supervisor
FSW	:	Female Sex Worker
HIV	:	Human Immune-deficiency Virus
HW	:	Health Worker
IDU	:	Injecting Drug Users
IEC	:	Information Education and Communication
MARP	:	Most at Risk Population
MSM	:	Men having Sex with Men
NCASC	:	National Center for AIDS and STD Control
NGO	:	Non-governmental Organization
OE	:	Outreach Educator
OHP	:	Over Head Projector
PC	:	Project Coordinator
PIF	:	Project Indicator Form
PLHA	:	People Living with HIV and AIDS
RED	:	Reach Every District
REI	:	Reaching Every Individual
REV	:	Reaching Every Village
STD	:	Sexually Transmitted Diseases
STI	:	Sexually Transmitted Infection
TG	:	Transgender
USAID	:	United States Agency for International Development
VCT	:	Voluntary Counseling and Testing
VDC	:	Village Development Committee
WHO	:	World Health Organization
MDG	:	Millennium Development Goal

## **Background**

Family Health International (FHI) Nepal/ Advancing Surveillance, Policies, Prevention, Care and Support to Fight HIV/AIDS (ASHA) Project, with the financial support from the USAID, has been providing technical assistance to Government of Nepal and implementing partner agencies, including NGO and private sector for designing, planning, implementing, monitoring and evaluation HIV/AIDS prevention, care, support and treatment program since 1993.

ASHA Project is designed to directly contribute to Nepal's efforts to achieve Millennium Development Goal No. 6 of halting and reversing the spread of HIV by 2015. This project includes strengthening national capacity advocacy; policy reform, surveillance, and prevention to care service deliver for people living with HIV/AIDS (PLHA) and most at risk populations (MRAPs) namely female sex workers (FSWs), clients of FSWs, injecting drug users (IDUs), and labor migrants and prisoners.

This micro-planning guideline document has been developed for both facilitators and Outreach Educators and Community Mobilizers who are directly involved in implementation of program at community level in ASHA project. The objective of this manual is to guide facilitators in preparing micro -planning document based on the project document and guiding principle for providing accessible and qualitative services to MARPs.

### **Objectives of this Micro Planning Training**

*At the end of the training participants will be able to*

- Define and explain micro planning process for HIV prevention among MARPs
- Explain need and importance of micro planning process for HIV prevention among MARPs
- List out and explain the steps of micro planning process for HIV prevention among MARPs
- Roll out in-house micro planning process training to Outreach Educators and Community Mobilizers
- Implement micro planning process for HIV prevention among MARPs following the steps and using tools for micro planning process
- Document the micro planning process for HIV prevention among MARPs

तालिमको उद्देश्यहरु:

यस तालिमको अन्त्यमा सहभागीहरु निम्न कार्य गर्न सक्षम हुनेछन्:

- माइको प्लानिङको परिभाषा बताउन
- माइको प्लानिङको आवश्यकता तथा महत्वबारे बताउन
- माइको प्लानिङको चरणहरु तथा प्रक्रिया बताउन
- आफ्नो संस्थामा माइको प्लानिङको तालिम संचालन गर्न
- आफ्नो संस्थामा माइको प्लानिङ प्रक्रिया शुरु गर्न
- माइको प्लानिङ प्रक्रियाको डकुमन्टेसन गर्न

### **Methodology**

Activities have been designed to involve participants at the fullest. Different methodologies used include:

- Brainstorming
- Demonstration
- Discussion
- Group Work
- Individual Work
- Presentation/ Mini-lecture

**Duration of Training:** 3 days

**Number of participants in each batch:** 25 participants

**Participant in each batch:**

1. Project Coordinator
2. MIS Officer/Assistant
3. Field Supervisor
4. Out-reach Educator
5. Community Mobilizes

## **Pre-training Preparation Checklist**

*Facilitator should arrange for the following prior to the Training:*

Ask participants to bring:

- Latest updated coverage and operational map
- Mobility map of Aug-Oct 09
- Target vs achievement latest
- Number of OE, CM, DIC operator, DIC, CIP
- SA M&E matrix
- Estimated number of FSW in the project district, number of FSW contacted, reached and coverage (Aug-Oct 09)
- Calculator

# **Session topic: Introduction, Objectives of the training and logistics**

**Session No: 1**

**Time: 60 minutes**

## **Learning Objectives:**

*By the end of the session, participants will be able to:*

- Tell the name, organization and position of the participants
- Feel confident to share their experience and work with each other in groups.
- Explain the objectives, contents and methods of the micro-planning training
- Develop the ground rules of training, and allocate the responsibilities for the training period

## **Materials Required**

- Newspaper, marker, already prepared ground rules, meta card

## **Teaching Learning Methodology:**

- Discussion, Presentation/Interactive Lecture, Brainstorming, Plenary discussion

## **Procedure/Activities:**

### **Activity 1**

**5 minutes**

- Explain the name of the session, time, objectives and methods of the session

### **Activity 2**

**25 minutes**

- Ask participants to introduce themselves. They should include the following
  - Name
  - Designation
  - Organization
  - Place
  - Years of experience working on HIV prevention

- The best things in your professional life
- Distribute a meta-card to each participant and ask each participants write one learning expectation from the training.

**Activity 3**

**15 minutes**

- Present the training objectives and clarify the expectation expressed by the participants during introduction.
- Present the main contents, flow of the training and schedule of the training

**Activity 4**

**10 minutes**

- Present and endorse the ground rules of the training
- Present name of members of 3 different teams (review, evaluation and entertainment) and their responsibilities.

**Objectives of Training**

*At the end of the training participants will be able to:*

- Define and explain micro planning process for HIV prevention among MARP
- Explain need and importance of micro planning process for HIV prevention among MARP
- List out and explain the steps of micro planning process for HIV prevention among MARP
- Roll out in-house micro planning process training to Outreach Educators and Community Mobilizers
- Implement micro planning process for HIV prevention among MARP following the steps and using tools for micro planning process
- Document the micro planning process for HIV prevention among MARP

**Training on Micro-planning process for HIV Prevention among  
Most at Risk Populations (MARPs)  
Schedule  
Hotel Manang  
January 19-21, 2010**

<b>Time</b>	<b>Activities</b>	<b>Methodology</b>	<b>Facilitators</b>
<b>January 19, 2010</b>			
<b>8:00-8:30</b>	<b>Breakfast</b>		
8:30 – 8:40	Welcome		Satish
8:40-9:10	Introduction Expectation collection	Individual presentation	Madhu
9:10-9:25	Objectives of the training Clarification on expectation Main contents and flow of the training Schedule of the training	Presentation	Bhagawan Pradeep
9:25-9:40	Ground rules Working group formation	Presentation	Madhu
9:40-10:00	Pre training assessment		Bhagawan
10:00-10:30	Introduction and concept of micro planning Importance of micro planning Steps of micro planning	Brainstorming, Presentation, individual exercise,	Pradeep
<b>10:30-10:45</b>	<b>Tea Break</b>		
10:45-11:15	Introduction and concept of micro planning (Continued)		
11:15 - 1:00	Step 1 of micro planning: situation analysis	Brain storming, Presentation Group work	Pradeep
<b>1:00 - 1:45</b>	<b>Lunch Break</b>		
1:45 - 3:30	Continue step 1 of micro planning: situation analysis		Pradeep
<b>3:30-3:45</b>	<b>Tea Break</b>		
3:45 - 4:30	Continue step 1 of micro planning: situation analysis		Pradeep
4:30 - 5:00	Wrap of the first day with summary Daily Evaluation	Presentation Mood meter	Pradeep Bhagawan/Team
<b>January 20, 2010</b>			
<b>8:00-8:30</b>	<b>Breakfast</b>		
8:30-8:45	Recap of the first day	Presentation	Madhu/Team
8:45 – 10:30	Continue step 1 of micro planning: situation		Pradeep

<b>Time</b>	<b>Activities</b>	<b>Methodology</b>	<b>Facilitators</b>
	analysis		
<b>10:30-10:45</b>	<b>Tea Break</b>		
10:45- 1:00	Step 2 of Micro planning: planning	presentation, group work	Pradeep
<b>1:00 – 1:45</b>	<b>Lunch Break</b>		
1:45-3:30	Continue step 2 of Micro planning: planning		Pradeep
<b>3:30-3:45</b>	<b>Tea break</b>		
3:45-4:30	Step 4 of micro planning: monitoring	Presentation, group work	Pradeep
4:30-5:00	Summary of the day Day evaluation		Pradeep Madhu/Team
<b>January 21, 2010</b>			
<b>8:00-8:30</b>	<b>Breakfast</b>		
8:30-8:45	Recap of the second day		Bhagawan/Team
8:45-10:30	Continue: Step 4 of micro planning: monitoring		Pradeep
<b>10:30-10:45</b>	<b>Tea break</b>		
10:45-1:00	Supportive supervision	Presentation, discussion	Pradeep
<b>1:00-1:45</b>	<b>Lunch</b>		
1:45-3:00	Action plan preparation and presentation	Group work and presentation	Team
3:00-3:30	Summary of the training	Presentation	Bhagawan
<b>3:30-3:45</b>	<b>Tea</b>		
3:45-4:00	Post training assessment		Bhagawan
4:00-4:30	Training evaluation		Madhu
4:30 - 5:00	Closing remarks Certificate distribution	Speech	Participants Jackie

## **Session topic: Introduction and Concept of Micro -planning**

*Session No: 2*

**Time:** 1 hour

### **Learning Objectives:**

*By the end of the session, participants will be able to:*

- Explain the definition of micro-planning
- Explain the need and importance of micro planning process for HIV prevention among MARP.
- List the steps of micro-planning

### **Material Required:**

- Newspaper, Paper Marker, Board Marker, Masking Tape, Laptop Computer, LCD Monitor, LCD Screen, Pointer

### **Teaching and Learning Methodology:**

- Mini Lecture/Presentation, Discussion, Plenary, Brainstorming

### **Procedure/Activities:**

#### **Activity 1** **5 minutes**

- Explain session topic, time, objectives and methods of the session

#### **Activity 2** **10 minutes**

- Ask participants to share their understanding on micro-planning
- Note down participants' answers on newsprint
- Present definition of micro planning (*Teaching Materials - 3*)

**Activity 3****15 minutes**

- Distribute a Meta card to each participant and ask to write one importance of micro planning process for HIV prevention program among MARPs.
- Collect meta card and stick on wall or white/push pin board
- Present and discuss need and importance of micro planning process for HIV prevention program among MARPs (*Training Material-4*)
- Discuss experience of micro-planning process from India and EPI in Nepal to highlight the need and importance of micro planning process

**Activity 4****15 minutes**

- Present steps of micro planning cycle including key features of each steps interactively (*Training Material-5*)
- Highlight that the training will follow the steps of micro planning cycle.

**Activity 5****10 minutes**

- Summarize the key points of the session as follows:
  - Micro planning is the complete process of planning which ensures the quality services.
  - Basically, implementing members involve in this process.
  - On the basis of previous analysis they prepare the future plan in systematic order.
  - It also makes easier to obtain the program objectives,
  - Analysis, planning, monitoring and supportive supervision are the major processes of micro -planning.

**Activity 6****5 minutes**

- Ask the following questions to evaluate the learning of the session:
  - What is micro planning?
  - Why is micro planning important?
  - What are the steps of micro planning process?

## **Definition of Micro-planning**

1. Micro-plan is a tool that facilitates project staff including Outreach Educator (OE) and Community Mobilizers (CM) to analyze the situation and prepare outreach cluster, outreach sites and individual-level planning and follow-up of prevention services uptake based on need of female sex workers.
2. Micro - planning at each site is done by OE and CM. A micro -plan gives a visual picture of the site that OE and CM is managing. It helps to understand the extent to which program services have reached or not and monitor problems.
3. Micro-planning is a bottom -up approach of planning.
4. Micro planning is the process of planning and that ensures the quality services.
5. Micro -planning build people's capacity to more actively participate in development planning, strengthening both the top-down acceptance and bottom-up demand for more participatory and more inclusive village and commune planning processes (FAO)
6. Micro planning provides an opportunity for a wide range of different segment of individuals to jointly analyze the prevention of HIV and AIDS including problems, causes of problems, HIV and AIDS strategies and potentials that could help to solve the problems in timely manner (FAO)

## **Importance of Micro-planning for HIV Prevention at local level**

### *Micro - planning is important because:*

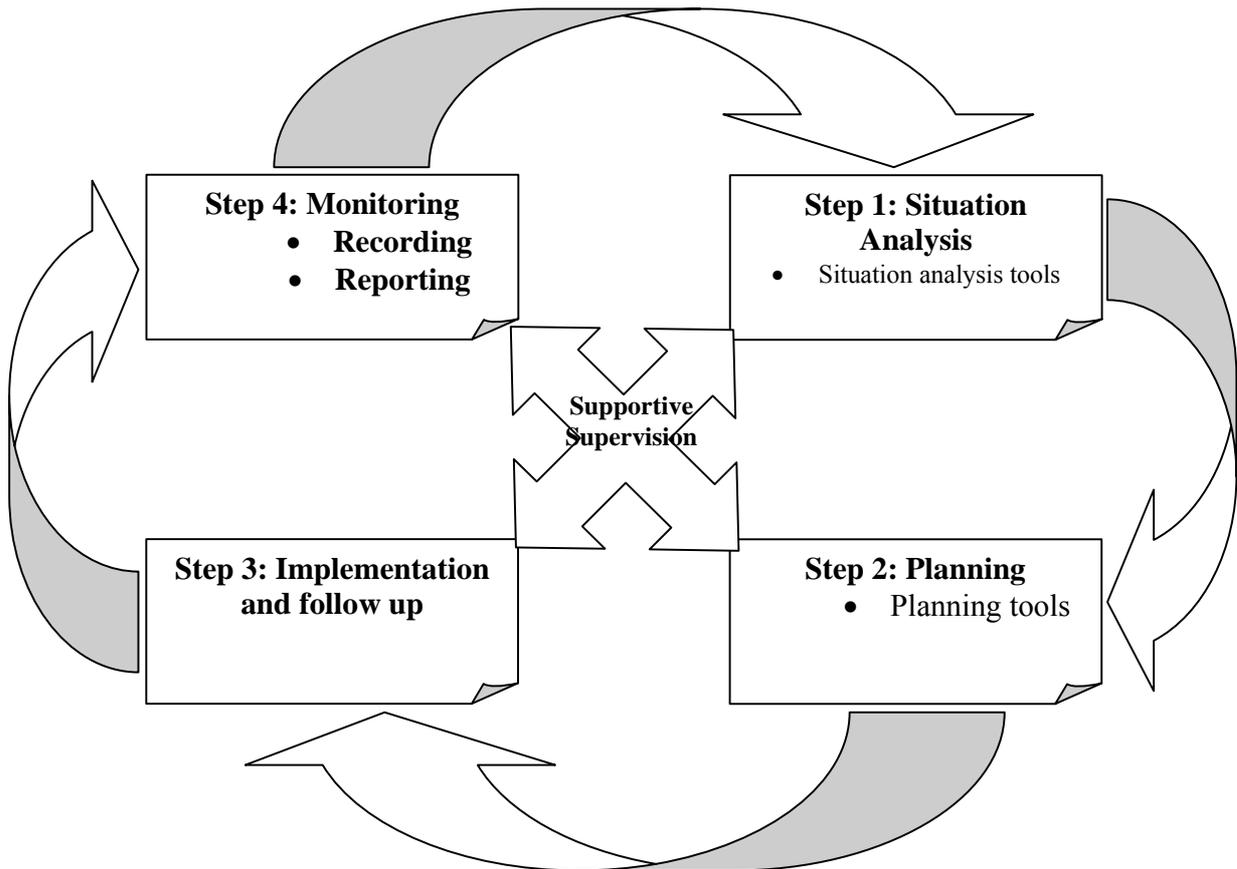
- It assesses the current progress (target versus achievements, coverage, and access).
- It identifies the in accessible and unreached population who have need of services.
- It prepares the action plan on the basis of problem identified.
- It enhances the participation of real implementer.
- It focuses the regular monitoring of program.
- It focuses the capacity development of field staff who have directly involved.
- It addresses utilization of existing resources (human, financial and material) at optimum level.

### **Experience of Micro Planning in India: ASTHA**

#### Micro-planning

- enabled peer educators to monitor contacts and identify on a weekly and monthly basis most vulnerable individuals.
- allowed peers to increase the quality of their outreach while simultaneously increasing its breadth, (i.e., the number of high-risk individuals with whom they are in regular contact).
- gave peers an in-depth understanding of the risk and vulnerability factors for each high-risk individual they serve, and help them to track these over time
- allowed peers to manage and plan their own work
- enabled peers and their supervisors to track each high-risk group member's progress over a period and to prioritize and monitor outreach
- provided ways for peers to participate in the NGO's program planning, determining priorities and devising improvements
- Increased coverage and number of condom distribution
- Increased clinic attendance

## Steps of Micro-planning



## Session Topic: Step 1 of Micro-planning: Situation Analysis

Session: 3

Time: 5 Hours 30 minutes

### Learning objectives

*By the end of the session, participants will be able to:*

- List out the tools and templates for situation analysis
- Analyze the data using different tools (district level, cluster level and individual OE/CM level)
- Identify problems and possible ways for solution from different level (district level, cluster level and individual OE/CM level)

### Material Required

- Tools for situation analysis tools, Newspaper, Marker, Masking Tape, district map of Parsa, Jhapa, Sunsari, Morang, Kathmandu, Lalitpur, Kaski

### Teaching/Learning Methodology:

- Brainstorming, mini lecture, discussion, group exercise, presentation

### Procedure/Activities

#### Activity 1 5 minutes

- Explain session topic, time, objectives and methods of the session

#### Activity 2 20 minutes

- Present and discuss a list of HIV prevention related services being provided among FSWs and recording and reporting indicators for each service (*Training material 6*)
- Ask participants to add the services and indicators, if there are any.
- Finalize the list of HIV prevention related services and indicators

#### Activity 3: 1 hour

- Ask participants the meaning of coverage, access and utilization of the services (*Training material 7*).
- Note down the answers on newsprint and present the meaning of coverage, access and utilization
- Ask participants what is situation analysis and what are the tools for situation analysis?
- Present and discuss the following situation analysis tool for micro planning:
  - Coverage and operational, and mobility mapping (*Training Material-8*)
  - Project district coverage tracking sheet (*Training Material-9*)
  - OE/CM cluster wise coverage tracking sheet (*Training Material-10*)
  - Individual coverage tracking sheet (*Training Material-11*)
  - DIC coverage tracking sheet (*Training Material-12*)
  - Problem analysis matrix (*Training Material-13*)
  - FSW individual profile (*Training Material-14*)

**Activity 4:**

**3 hours 45 minutes**

**Group exercise**

**1 hour**

- Divide participants into 5 groups (participants from each group will be in the same group)
- Ask each group to do situation analysis using above mentioned tools (for the period of Aug-Oct 2009). Note down the constraints while using the tools and feedback for improvements.
- Provide on site support by the facilitator and co-facilitators during the group work.

**Presentation**

**2 hours**

- Ask each group to present their analysis in plenary. Ask to share the constraints and feedback
- Ask each group to share constraints faced while using the tools and feedback for improvements
- Note down the constraints and feedback for improvements.

**Finalization of the tools**

**45 minutes**

- Compile, compare, discuss and finalize the situation analysis tools

**Activity 5:**

**5 minutes**

Summarize the session highlighting the key points of the session

**List of HIV prevention related services being provided among FSWs and recording and reporting indicators for each service**

1. Education on HIV/AIDS, STI and condom
2. Condom use demonstration
3. Referral for STI, VCT, DIC and other services
4. Follow up of STI, VCT, DIC, TIP and other services
5. Condom distribution
6. DIC visits and participation in DIC activities

**Indicators (Disaggregated by OE and CM)**

1. Number of new FSW contacted
2. Number of FSW contacted (both new and old)
3. Number of one on one educational contacts with FSWs
4. Number of group contacts with FSWs
5. Number of condom distributed to FSWs
6. Number of referral made for STI, VCT, DIC and other services
7. Number of FSWs receiving STI, VCT and other services
8. Number of FSWs visiting and participating in DIC activities

## **Concept of access, utilization and coverage**

### **Access**

- Fit between need for services and services delivered (geographic, socio-organizational)
- Actual use of health services and everything that facilitates or impedes the use of health services

#### **4 As of Access**

- **Availability:** volume/type of services vs volume/type of needs; essential resources needed;
- **Accessibility:** location of supply and location of users (distance, cost, travel time, transportation resources, communication aspects)
- **Affordability:** prices of services, insurance or deposit requirements vs income, ability to pay, distinction between direct costs, indirect costs and opportunity costs;
- **Acceptability/Appropriateness:** relates to social and cultural distance, characteristics of health provider, gender aspects, and bureaucracy, organizational issues (convenience of opening hours, appointment systems).

### **Utilization:**

- Use of existing services and supplies by the beneficiary. Utilization is commonly examined in terms of patterns or rates of use of service

### **Coverage:**

- The proportion of the estimated target population/areas which has been reached or covered by the services or programs.

## नक्शाङ्कन तयारीको निर्देशिका

नक्शांकनलाई एचआइभी, एड्स तथा यौनरोग कार्यक्रमलाई दृश्यात्मक रूपमा प्रस्तुत गर्नका लागि र कार्यक्रमका विभिन्न महत्वपूर्ण पक्षहरूलाई जोडदाररूपमा प्रस्तुत गर्नका लागि प्रभावकारी सामग्रीकोरूपमा लिइन्छ । नक्शांकनले प्रोजेक्टको क्रियाकलाप तथा गतिविधिलाई मात्र नभई कार्यक्रमसँग सम्बन्धित व्यक्ति तथा समुदायलाई पनि दृश्यात्मक रूपमा प्रस्तुत गर्दछ ।

आशा प्रोजेक्टका साभेदार संस्थाहरूले एचआइभी रोकथाम हेरचाह र उपचार सम्बन्धी कार्यक्रमहरू संचालन गर्दा निम्न प्रकारका नक्शा प्रयोग गरी कार्यक्रमको योजना तयार गर्ने, जानकारी राख्ने र अनुगमन गर्नुपर्ने हुन्छ ।

## नक्शाङ्कनको प्रकारहरू

### १) अपरेसनल तथा कभरेज म्यापिङ्ग:

अपरेसनल म्यापिङ्ग भनेको कुनै प्रोजेक्टले सेवा पुर्याउनुपर्ने कार्यक्षेत्र र अनुमानित जनसंख्याका साथसाथै सेवा पुगिरहेको वा उपलब्ध भैरहेको क्षेत्र, जनसंख्याको बारेमा दृश्यात्मक प्रस्तुती गर्दछ ।

कभरेज म्यापिङ्ग भनेको कुनै प्रोजेक्टले सेवा पुर्याउनुपर्ने कार्यक्षेत्र र सेवा पुर्याइरहेको कार्यक्षेत्र, सेवा पुर्याइरहेको कार्यक्षेत्रमा हालसम्म पत्ता लागेका उच्च जोखिममा रहेका व्यक्तिहरू र हालको प्रत्येक ३ महिना (त्रैमासिक), ६ महिना (अर्धवार्षिक) र १२ महिना (वार्षिक) भित्रमा भेटेर शिक्षा दिइएका व्यक्तिहरूको संख्याको दृश्यात्मक प्रस्तुती हो । यसले प्रोजेक्टको बलियो पक्ष र सुधार गर्नुपर्ने पक्षलाई दृश्यात्मक प्रस्तुती गर्दछ ।

### अपरेसनल तथा कभरेज म्यापिङ्गमा देखाउनु पर्ने कुराहरू:

- सामुदायिक लेखाजोखाबाट प्राप्त जानकारी अनुसार पत्ता लागेको प्रोजेक्टले सेवा पुर्याउनुपर्ने कार्यक्षेत्र (जोखिम क्षेत्र) र उच्च जोखिममा रहेको समुदायहरूको व्यक्तिको अनुमानित संख्या
- सेवा पुगिरहेको वा उपलब्ध भैरहेको क्षेत्र (आउटरिच गरिरहेको क्षेत्र, डिआइसी, सिआइपी)
- प्रोजेक्टमा कार्यरत कर्मचारीहरू आउटरिच एजुकेटर (ओ इ), सामुदायिक परिचालक (सि एम) तथा साथी शिक्षक (पि ई) को बासस्थान र उनीहरूको कार्यक्षेत्र
- आशा प्रोजेक्टको सहयोगमा संचालित रिफरल केन्द्रहरू (एकिकृत स्वास्थ्य सेवा केन्द्र: यौनरोग उपचार, एचआइभी परामर्श तथा परीक्षण, इ पि सी सेवा, समुदाय तथा घरमा आधारित हेरचाह (सिएचबिसी)
- अन्य रिफरल केन्द्रहरू (टीआइपी रोकथाम तथा पुनस्थापना सेवाकेन्द्र, स्वास्थ्य संस्था, अस्पताल)
- प्रोजेक्टसँग सम्बन्धी अन्य सरोकारवालाहरूद्वारा संचालित सेवाकेन्द्र तथा कार्यक्रमहरू

- हालको प्रत्येक ३, ६ र १२ महिनाभित्रमा भेरेर शिक्षा दिइएका व्यक्तिहरूको संख्या (कभरेज पीफको आधारमा)

अपरेसनल तथा कभरेज म्यापिङ तयार गर्ने जिम्मेबारी: प्रोजेक्ट को-अर्डिनेटर, सुपरभाइजर, एमआइएस अफिसर,

अपरेसनल तथा कभरेज म्यापिङ अपडेट गर्ने समय: प्रत्येक ३, ६ र १२

२) मोबिलिटी म्यापिङ: मोबिलिटी म्यापिङले निश्चित समय अबधिमा स्थान र गतिविधिलाई दृश्यात्मक प्रस्तुती गर्दछ, जस्तै प्रोजेक्टको कृयाकलाप वा सेवाले कुन क्षेत्रका कुन व्यक्ति वा समुदायलाई सेवा पुर्याइरहेको छ, कहिले कहिले सेवा पुर्याइरहेको छ । यसै गरी मोबिलिटी म्यापिङले प्रोजेक्टमा कार्यरत कर्मचारीहरूको बासस्थान र उनीहरूको कार्यक्षेत्र तथा अनुमानित सेवाग्राहीहरूको संख्या पनि देखाइन्छ ।

मोबिलिटी म्यापिङमा देखाउनु पर्ने कुराहरू:

- सामुदायिक लेखाजोखाबाट प्राप्त जानकारी अनुसार पत्ता लागेको प्रोजेक्टले सेवा पुर्याउनुपर्ने कार्यक्षेत्र (जोखिम क्षेत्र) र उच्च जोखिममा रहेको समुदायहरूको व्यक्तिको अनुमानित संख्या
- प्रोजेक्टमा कार्यरत कर्मचारीहरूको बासस्थान र उनीहरूको कार्यक्षेत्र ( आउटरिच गरिरहेको क्षेत्र, डिआइसी, सिआइपी)
- सेवा पुर्याइरहेको कार्यक्षेत्रमा हालसम्म पत्ता लागेका उच्च जोखिममा रहेका व्यक्तिहरू (जम्मा)
- प्रत्येक दिनमा भेरेर शिक्षा दिइएको जानकारीको लागि धर्को तान्ने

मोबिलिटी म्यापिङ तयार गर्ने जिम्मेबारी: आउटरीच एजुकेटर तथा सामुदायिक परिचालक

मोबिलिटी म्यापिङ अपडेट गर्ने समय: प्रत्येक दिन तथा महिना

मोबिलिटी म्यापिङ तयार गर्दा ध्यान दिनुपर्ने कुराहरू

- प्रत्येक ओ.ई., सि. एम.लाई एउटा रंगको पहिचान दिने ।
- प्रत्येक ओ.ई., सि. एम.ले ए ३ (११.७ X १६.५४ इन्च) साइजको कागजमा आआफ्नो मोबिलिटी म्यापिङ बनाउनुपर्छ ।
- प्रत्येक दिनको आउटरिच गरेको क्षेत्रमा धर्को तानेर आउटरिच गरेको कुरा देखाउने । धर्कोको माथि आउटरिच गरेको तारीख लेख्ने । यदि एउटै क्षेत्रमा एकपटक भन्दा बढी गएको भएमा उक्त धर्को माथि आउटरिच गरेको तारीखहरू लेख्ने । धर्को तान्दा मोबिलिटीको दिशालाई एरो (→) ले देखाउने ।

## म्यापिड तयार गर्दा ध्यान दिनुपर्ने जरूरी कुराहरु

- नक्शाको शिर्षक र तयार तथा अपडेट गरेको महिना, साल लेख्नुपर्ने ।
- नक्शाको मास्टर कपी तयार गरेर राख्ने जसमा अपरेशनल तथा कभरेज म्यापमा हुनुपर्ने कुराहरु हुनुपर्ने ।
- उत्तर दिशा देखाउनु पर्ने ।
- सिमाना छुट्टाउनु पर्ने ।
- संकेत लाई म्यापको पुछारमा दायाँ पट्टि राख्नु पर्ने ।
- संकेतमा दिएको आकार रङ्ग नक्शामा बनाएको आकार रंग दुरुस्तै हुनुपर्ने ।
- घर रुख आदि बनाउदा उत्तर तिर सिधा बनाउनु पर्ने ।

**Training Material-9**

**To be filled by: Project Coordinator, MIS Officer and Field Supervisor**

**Project District Coverage Tracking Sheet (Monthly)**

Name of Project District:

Number of Outreach Clusters\*:

Number of Outreach Sites\*:

Estimated number of FSWs in the district (based on district plan):

Number of FSWs contacted in the district up to this month \*\*\*

Month:

Year:

SN	Name of outreach cluster*	Number of FSWs to be reached in FY 10 **	Number of FSWs contacted up to this month (FY 10) ***	Number of FSW Reached in this month ***	Number of FSWs reached in this month (breakdown with major HIV services ***)												Remarks	
					Education				Condom Distributed	Referral				Service utilized				
					HIV	STI	Condom demo & negotiation	others		STI	VCT	DIC	Others	STI	VCT	DIC		Others
	Total																	

**Prepared by:**

**Checked by**

**Approved by:**

**Date**

**Date**

**Date:**

**Source of information:** \* Operational and coverage mapping, \*\* SA M&E matrix, \*\*\* Individual coverage tracking sheet

*To be filled by OE and CM*

*Training Material-10*

**OE/CM Cluster wise Coverage Tracking Sheet (Monthly)**

Name of OE/CM:

Name of cluster:

Number of Outreach sites\*:

Estimated number of FSWs in the clusters\*:

Number of FSWs reached in the cluster\*\*\*:

Month:

Year:

SN	Name of outreach location in the cluster*	Target for FY 2010**	Number of FSWs contacted up to this month (FY 10)***	Number of FSW reached in this month***	Number of FSWs reached in this month (breakdown with major HIV services)***												Remarks		
					Education				Condom Distributed	Referral				Service utilized					
					HIV	STI	Condom demo & negotiation	others		STI	VCT	DIC	Others	STI	VCT	DIC	Others		
	<b>Total</b>																		

Prepared by:

Checked by

Approved by:

Date

Date

Date:

**Source of information:** \* Operational and coverage mapping, \*\* SA M&E matrix, \*\*\* Individual coverage tracking sheet

To be filled by OE and CM

Training Material-11

लक्षित समूहको कभरेज राख्ने फारम

क्र. सं.	नाम	उमेर	ठेगाना	नयाँ तर अत्यत्र भेटेको भए √ लगाउनुस्	पुरानो दर्ता भएमा पछिल्लो भेटेको महिना वर्ष र जम्मा पटक *	अक्टोबर													
						दिइएको शिक्षा				कण्डम वितरण **	रिफरल				लिएको सेवा				
						एच आइ भी	एस टि आई	कण्डम प्रदर्शन तथा सम्झौता	अन्य		एस टि आई	सि टी ***	डि आइ सी	अन्य	एस टि आई	सि टी ***	डि आइ सी	अन्य	
जम्मा ब्यक्तिको संख्या (नयाँ)																			
जम्मा ब्यक्तिको संख्या (नयाँ र पुरानो दुबै)																			
जम्मा भेटघाट गरेको पटक, रिफरल, कण्डम वितरण तथा सेवा लिनेहरुको संख्या																			

दिइएको शिक्षा, रिफरल र लिएको सेवामा धर्को तान्नुहोस् । कण्डम वितरणको संख्या लेख्नुहोस् । यदि कुनै ब्यक्तिलाई कुनै महिनामा नभेटेको तर अर्को महिनामा भेट्दा कुनै सेवा लिएको जानकारी दिएमा # चिन्ह लेख्नुहोस् । \*\* कण्डमको संख्या सिसा कलमले लेख्नुहोस् । \*\*\*एचआइभी परामर्श तथा परीक्षण

\* शुरुमा उक्त ब्यक्तिलाई हालसम्म भेटेको पटक अनि त्यसपछि पछिल्लो पटक भेटेको महिना र वर्ष लेख्ने जस्तै ६रसेप्टेम्बर ०९ , यस उदाहरणमा ६ हाल सम्म उक्त ब्यक्तिलाई भेटेको पटक र सेप्टेम्बर ०९ उक्त ब्यक्तिलाई अन्तिम पटक भेटेको महिना हो ।

*To be filled by DIC operator  
Training Material-12*

**Drop in Center (DIC) Coverage Tracking Summary Sheet (Monthly)**

Name of DIC:

DIC Catchment Area (write names)\*:

Number of clusters in the catchment area\*:

Number of outreach sites in the catchment area\*:

Estimated number of FSWs in the catchment area\*\*:

Month:

Year:

SN	Name of outreach clusters*	Number of FSWs to be reached in FY 2010**	Number of FSWs contacted up to this month (FY 10)***	Number of FSWs reached in this month (both new and old) ***	Number of FSWs participated in DIC activities in this month ****	Remarks
	<b>Total</b>					

Prepared by:

Checked by

Approved by:

Date

Date

Date

**Source of information:** \* Operational and coverage mapping, \*\* SA M&E matrix, \*\*\* Individual coverage tracking sheet \*\*\*\* DIC coverage tracking sheet

*To be filled jointly by all staff during staff meeting  
Training Material-13*

***Problem Analysis Matrix (monthly)***

<b>Particulars</b>	<b>Problem encountered</b>	<b>Causes of the problems</b>	<b>Problems to be solved from OE/CM Level</b>	<b>Problem to be solved from Field Supervisor and Project Coordinator Level</b>	<b>Problems to be solved from ASHA Project level</b>
Utilization of services by FSWs (STI, VCT and DIC) Availability, Accessibility, Affordability, Acceptability Quality					
Supply/logistics of IEC materials Condoms					
Outreach Education (One on one educational contacts)					
Monitoring/Supervision					
Recording/Reporting					
Coordination/Collaboration					
Others (specify _____)					

लक्षित समूहको व्यक्तिगत विवरण फारम

संस्थाको नाम:

परियोजनाको नाम:

जिल्ला :

क्लष्टरको नाम :

क्र. सं.	नाम	थर	उमेर	वैवाहिक अवस्था	ठेगाना			शैक्षिक योग्यता	पेशा	कण्डम प्रयोग तथा सम्भौता सीप (छ / छैन)		यौन साथीको संख्या (साप्ताहिक)		कण्डम प्रयोग (ग्राहकसँग)			रक्सी सेवन			बसाइँ सरेर गएको	पेशा छोडेको	कैफियत			
					स्थायी (जिल्ला)	हाल बस्ने	भेटिने स्थान			हालको अवस्था	अपडेट *	हालको अवस्था	अपडेट	हेरेक पटक	कहिले काँही	अपडेट	काहिलेकाँही	दैनिक	अपडेट						

तयार गर्ने मिति

प्रमाणित गर्ने मिति

## Session topic: Step 2 of micro planning process: Planning

Session: 4  
Time: 4 hours

### Learning Objectives:

*By the end of the session the participants will be able to*

- Prepare planning (quarterly, monthly and daily) using the information from situation analysis

### Materials Required:

- Planning tools, Calculator, LCD projector, newsprint paper, marker

### Teaching/Learning Methodology:

- Presentation, discussion, group exercises

### Procedure/Activities:

#### Activity 1

3 minutes

- Explain session topic, time, objectives and methods of the session

#### Activity 2

40 minutes

- Ask participants what planning is, note down the main points on newsprint paper and present meaning of planning.
- Introduce and discuss the following tools for micro-planning (quarterly, monthly and daily)
  - Quarterly work plan (*Training Material- 15*)
  - Outreach cluster wise quarterly work plan (*Training Material- 16*)
  - Outreach cluster wise monthly work plan for OE/CM (*Training Material- 17*)
  - Individual daily plan (*Training Material- 18*)
  - Issues and action plan (to be prepared based on situation analysis) (*Training Material- 19*)

**Activity 3:****3 hours****Group exercise****1 hour**

- Divide participants into 5 groups (participants from each group will be in the same group)
- Ask each group to prepare plan using planning formats. Ask each group to note down the constraints while using the tools and feedback for improvements.
- Provide on site support by the facilitator and co-facilitators during the group work.

**Presentation****1 hour 30 minutes**

- Ask each group to present their planning in plenary. Ask to share the constraints and feedback
- Ask each group to share constraints faced while using the tools and feedback for improvements
- Note down the constraints and feedback for improvements.

**Finalization of the tools****30 minutes**

- Compile, compare, discuss and finalize the quantitative analysis tool

**Activity 4:****5 minutes**

Summarize the session highlighting the key points of the session

Quarterly Work Plan Form

Project District:

Quarterly Work Plan: From .....To.....

Fiscal Year

S N	Activities	Month/Weeks				Months/Weeks				Months/Weeks				Quarterly Target	Allocated Budget	Budget Line Item	Status (Comple ted or not)	Remarks
		1	2	3	4	1	2	3	4	1	2	3	4					

Prepared by:

Verified by:

Approved by:

Date

Date

Date

**Teaching Material-16**

**To be prepared jointly by Project Coordinator, MIS Officer, Supervisor, OE and CM**  
**OE and CM Cluster wise Quarterly Work Plan Form**

Project District:

Quarterly Work Plan: From.....To.....

Fiscal Year:

S N	Name of outreach clusters *	Annual Target for FY 10 **		Quarterly Target (FY 10)***		Number of FSWs reached in the last quarter ****		Number of FSWs planned to reach in this quarter		Main activities								
		New	Old	New	Old	New	Old	New	Old	Education			Number of Condom distribution	Referral and Service Utilization				
										HIV	STI	Condom Demo and Negotiation		STI	VCT	DIC		
	<b>Total</b>																	

Prepared by:  
Date

Checked by:  
Date

Approved by:  
Date

**Source of information:** \* Project district wise coverage tracking sheet, \*\* SA M&E matrix, \*\*\* Quarterly workplan \*\*\*\* Quarterly coverage PIF & individual coverage tracking summary sheet

**Outreach Site wise Monthly Work Plan for OE and CM**

Name of Organization:

Project District:

Month:

Fiscal Year

**Name of OE/CM:**

**Name of outreach cluster:**

S N	Name of outreach sites *	Quarterly Target for FY 10 **		Monthly Target (FY 10)		Number of FSWs reached in the last month ***		Number of FSWs planned to reach in this quarter		Main activities							
		New	Old	New	Old	New	Old	New	Old	Education			Number of Condom distribution	Referral and Service Utilization			
										HIV	STI	Condom Demo and Negotiation		STI	VCT	DIC	
	<b>Total</b>																

Prepared by:  
Date

Checked by:  
Date

Approved by:  
Date

**Source of information:** \* Project district wise coverage tracking sheet, \*\* Quarterly workplan/Outreach cluster wise quarterly plan \*\*\* Individual coverage tracking summary sheet





## Session topic: Step 4 of micro planning process: monitoring

Session:5  
Time: 2 Hours

### Learning Objectives:

*By the end of the session the participants will be able to*

- Define monitoring
- Record data and prepare report of micro planning process
- Use recording and reporting for situation analysis and micro planning
- Document micro planning process

### Materials Required:

- Recording and reporting tools, Newsprint, Marker

### Teaching/Learning Methodology:

- Presentation, Discussion, Group Exercises

### Procedure/Activities:

#### Activity 1

**3 minutes**

- Explain session topic, time, objectives and methods of the session

#### Activity 2

**20 minutes**

- Ask participants to explain the meaning of monitoring, note down the key points and present meaning, need and importance of monitoring.
- Introduce and discuss the following recording and reporting tools for micro-planning
  - Daily diary (*Training material-20*)
  - Individual coverage tracking sheet (*Training Material-21*)
  - Summary reporting format for coverage tracking sheet (*Training material-22*)
  - DIC coverage form (*Training material-23*)

**Activity 3:****2 hour****Group exercise****30 minutes**

- Divide participants into 5 groups (participants from each group will be in the same group)
- Ask each group to fill up recording tools. Ask each group to note down the constraints while using the tools and feedback for improvements.
- Provide on site support by the facilitator and co-facilitators during the group work.

**Presentation****45 minutes**

- Ask each group to present their recording and reporting in plenary. Ask to share the constraints and feedback
- Ask each group to share constraints faced while using the tools and feedback for improvements
- Note down the constraints and feedback for improvements.

**Finalization of the tools****30 minutes**

- Compile, compare, discuss and finalize the quantitative analysis tool

**Activity 4:****30 minutes**

- Present and discuss documentation format for micro planning process (*Training Material-23*)
- Ask participants for the comments and feedback for improvement.
- Finalize the format
- Fill up the format in plenary

**Activity 5:****5 minutes**

Summarize the session highlighting the following key points

Out Reach Daily Diary for OE/CM

District:

Working Area:

Fiscal Year 20 / /

SN	Date (Day)	Visited place	Visited Person (Name)	Address (Only for New MARP)	MARF (put the ✓ mark)		Code #	Age (Only for New MARP)	Type of Visit		Condom Distributed (#)	Education given on (put the ✓ mark)				Time Spent for Education (minutes)	Referral ((put the ✓ mark)				Service utilized	Tick ✓ mark if new but contact ed by others	
					New	Old			One to One	Group		HIV	STI	Condom demo and negotiation	Others		STI	VCT	DIC	Others			STI
	<b>Total</b>																						

Was it accomplished as per the daily plan? Yes/No

Supervisor's Comment \_\_\_\_\_

*Training Material -21*

**Individual coverage tracking sheet: See Training Material 11**

*Training Material -22*

**Summary of coverage tracking sheet for Supervisor (Monthly)**

SN	Name of OE/CM	Name of outreach cluster	Number of FSW reached			Type of Visit		Condom Distributed (#)	Education given				Referral				Service utilized				Remarks	
			New	Old	Total	One to One	Group		HIV	STI	Condom demo and negotiation	Others	STI	VCT	DIC	Others	STI	VCT	DIC	others		
	<b>Total</b>																					

**Prepared by:**

**Verified by:**

**Date:**

**Date:**



**Documentation Guidelines (To be filled in after each event and monthly)**

**Name of organization:**

**Name of project**

**District**

**Date**

**Activities including process (what, how, when, who)**

**Results/Benefits**

**Issues and problems**

**Action taken to solve the issues/problems**

**Suggestion for improvement**

**Quotation from OE/CM, supervisor**

**Quotation from FSWs**

# Session Topic: Supportive Supervision

**Session No:6**  
**Time:2 hours**

## **Learning Objectives:**

*By the end of the session the participants will be able to*

- Explain the need and importance of supportive supervision
- Prepare supportive supervision plan and provide supportive supervision for the micro planning process

## **Materials Required:**

- Brief checklist/guidelines for supportive supervision, matrix for supportive supervision documentation

## **Teaching/Learning Methodology:**

- Presentation, Discussion, Group Exercises

## **Procedure/Activities:**

### **Activity 1**

**3 minutes**

- Explain session topic, time, objectives and methods of the session

### **Activity 2**

**1 hour 30 minutes**

- Ask participants the meaning, need and importance of supportive supervision.
- Note down the answers from the participants on newsprint and present the meaning, need and importance of supportive supervision. (*Training Material-25*)
- Present and discuss brief guidelines/checklist for supportive supervision of micro planning process (*Training Material-26*)
- Ask participants for comments and feedback for improvement
- Finalize the guidelines/checklist for supervision
- Present and discuss issues and action plan smatrix for supportive supervision documentation (*Training Material-19*)

**Activity 3:**

**5 minutes**

**Summarize the session highlighting the following key points**

- Effective supervisory visits in their area help their staff to solve their problems
- Obtain the maximum benefit from every supervisory visit, from the training and on site coaching of supervisors,
- It also helps to identify the achievement vs planned activities.

**Definition of supportive supervision**

Supportive supervision is a process of helping staff to improve their own work performance continuously. It is carried out in a respectful and non-authoritarian way with a focus on using supervisory visits as an opportunity to improve knowledge and skills of staff. Supportive supervision encourages **open, two-way communication**, and building **team approaches** that facilitate problem-solving. It focuses on **monitoring** performance towards goals, and **using data** for decision-making, and depends upon regular follow-up with staff to ensure that new tasks are being implemented correctly.

**Comparison between supervision approaches**

<b>Controlling Supervision</b>	<b>Supportive Supervision</b>
<ul style="list-style-type: none"> <li>• Focus on finding faults with individuals.</li> <li>• Supervisor is like an inspector.</li> <li>• Episodic problem-solving.</li> <li>• Little or no follow-up.</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on improving performance and building relationships.</li> <li>• More like a coach and mentor.</li> <li>• Use local data to monitor performance and solve problems on regular basis through field visits and meeting</li> <li>• Follow up regularly.</li> <li>• Consult with others before making a decision. Sometimes the decision may be a group decision.</li> </ul>

**Need and importance of supportive supervision**

- Helps staff to identify and solve their problems in time.
- Helps staff to improve their work performance continuously.
- Finds out what is being done well.
- Help staff to identify and solve problems
- Motivates the staff.
- Improve the skills of the staff
- Ensures uniformity to set standards
- Helps other people take responsibility
- Follows up decision reached during last supervision visit
- Identifies of the staffing needs e.g. training needs
- Provides opportunities for personal development

## **4 Steps of Supportive Supervision**

### **1) Setting up expectation**

- Job descriptions
- Standards, checklists, recording formats

### **2) Planning supervision visits**

- Where : using data to decide priority supervision sites.
- When : schedule supervision visits using a work plan.
- What subjects to train: identify training needs and skills that need updating.

### **3) Conducting supervision visits**

- Identification of the problems, issues, strength and opportunities
- Problem-solving.
- On-the-job training.
- Recording observations and provide feedback.

### **4) Follow-up**

- Follow up on agreed actions by supervisors and supervised staff.

**Supportive Supervision Checklist**

Name of Supervision area:

Date of Supervision

Name of Supervisor:

Name of Supervisee:

SN	Criteria				Comments/Suggestions
		NA	No	Yes	
<b>Situation Analysis</b>					
1.	OE and CM are analyzing the data on regular basis.				
2.	OE and CM are updating, analyzing and using operational and coverage mapping and mobility mapping regularly				
3.	OE and CM are analyzing the causes of the problems and identifying the way forward				
<b>Planning</b>					
4.	OE and CM are using information from situation analysis for planning.				
5.	OE and CM area preparing micro – planning (monthly and daily) regularly.				
6.	OE and CM have adequate required materials (IEC materials and condoms)				
<b>Implementation</b>					
7.	OE and CM are implementing the activities as per the plan				
8.	OE and CM have follow up plan				
<b>Recording and Reporting</b>					
9.	OE and CM have sufficient recording and reporting formats				
10.	OE and CM have knowledge and skills on how to use the recording and reporting formats				
11.	OE and CM are using standard tools for recording and reporting in timely manner				
12.	OE and CM are filling recording and reporting formats properly.				

**Suggestion Provided/Action taken**

## Session topic: Action Plan Preparation

Session No:7  
Time: 1 hour 15 minutes

### Learning Objectives:

*By the end of this session the participants will be able to:*

- Prepare action plan for
  - Training manual, guidelines and tools finalization plan
  - Micro planning process start up: training roll out and supportive supervision plan

### Material Required:

- Laptop, LCD Projector, action plan format

### Teaching/Learning Methodology:

- Presentation, plenary, group work

### Procedure/Activities:

#### Activity 1 3 minutes

- Explain session topic, time, objectives and methods of the session.

#### Activity 2 1 hour

- Present key action items in plenary and discuss to set the deadline
- Present action plan format and ask each group to prepare micro planning process start up plan (training roll out and supportive supervision plan) (*Training Material-27*)
- Ask each group to present the action and provide feedback if needed.

#### Activity 3 5 minute

- Summarize the key points of the session

**Action Plan Format for Micro Planning**

**Name of the IA**

**Name of the project**

**District**

SN	Activities (main task)	Sub task (details of main task)	Deadline	Materials	Responsible	Support needed (what from whom)	Status

**Prepared by:**

**Checked by:**

**Approve by:**

Date

Date

Date

दैनिक मूल्यांकनको लागि फारम

विवरण				सुभाब केही भएमा
विषयवस्तु				
सत्रमा संचालनमा प्रयोग भएको विधिहरु				
तालिम सामग्री				
प्रशिक्षकको प्रशिक्षण तथा सहजीकरण सीप				
समयको व्यवस्थापन				
तालिम हलको तथा बसाइको समयको व्यवस्थापन				
पुनर्ताजगीका लागि प्रयोग भएका खेलहरु				
चिया, खाजा, खानाको व्यवस्था				
अन्य भएमा:				

माइको प्लानीङ्ग तालिम  
जनवरी १९-२१, २०१०, काठमाण्डौ  
प्रशिक्षण मूल्याङ्कन#

विवरण	कमजोर	ठिकै	राम्रो	सुभाब
१. तपाईंलाई यो प्रशिक्षण कतिको मूल्यवान लागेको छ ?				
२. उद्देश्य प्राप्तिको आधारमा प्रशिक्षण कस्तो लाग्यो ? आफूले गर्नुपर्ने कामसँग सम्बन्धित छ ।				
३. प्रशिक्षणमा समावेश गरिएका विषय वस्तुको उपयोगिता कस्तो छ ?				
४. प्रशिक्षकको सहजिकरण तथा प्रशिक्षण सिप कस्तो लाग्यो ? (प्रस्तुतीकरण, सहभागीहरूलाई प्रश्न सोध्ने, सहभागीहरूको प्रश्नको जवाफ दिने, उपलब्धता, समूहकार्य, अन्य कार्य तथा अभ्यासका लागि निर्देशन, सम्बन्धित विषयवस्तुमा ज्ञान, सीप तथा दक्षता)				
५. प्रशिक्षणमा प्रयोग गरिएको प्रशिक्षण विधिहरू कस्तो लाग्यो ?				
६. प्रशिक्षणमा प्रयोग गरिएको प्रशिक्षण सामग्रीहरू कस्तो लाग्यो ?				
७. प्रशिक्षणको अवधि (समय) कस्तो लाग्यो ?				

८. प्रशिक्षणमा सिकेका मुख्य मुख्य बुँदाहरू

९. प्रशिक्षणमा सबैभन्दा मन परेको विषय र किन:

१०. प्रशिक्षणमा मन नपरेको कुनै विषय वस्तु र किन:

११. यो प्रशिक्षण अन्य कुनै समूहमा संचालन गर्न सिफरिस गर्नुहुन्छ ? किन ?

१२. प्रशिक्षणलाई सुधार गर्न तपाईंको सुभाब

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