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GENERAL MANAGEMENT ASSISTANCE CONTRACT (GMAC)

Contract No: 674-C-00-01-00051-00

Support to AMICAALL Programme Implementation

0105-0303-G-GA31

This report was produced for review by the USAID. It was prepared as a performance milestone under Mega-Tech, Inc.'s prime contract. The contents of this report address activities performed under USAID/South Africa's Strategic Objective No. 6: Increased Access to Shelter and Environmentally Sound Municipal Services

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Activity Summary and achievements:

The programme will focus primarily on the implementation of the AMICAALL Namibia Programme and to expand the opportunities for a more inclusive local authority response to the impacts of HIV/AIDS at the community level. The programme will build on the position of Mayors, local authority officials and institutions as powerful advocates, change agents and entry points for community mobilisation.

Activities will include

- enhancing of the capacity of Mayors, Municipal Leaders, Council Officials and local authority institutions to understand the HIV/AIDS epidemic and its implications; conduct impact assessments, analyse data and use this data for effective local planning; advocate effectively; expand activities in communities; prepare quality project proposals; facilitate partnerships within and outside their jurisdictions; support local coordination of the HIV/AIDS response; and, mobilise resources in support of local action.
- increasing access by local authorities to relevant and up to date information in support of HIV/AIDS advocacy, sensitisation and local programme development.
- facilitation of the initiation, planning and implementation of projects by local authorities.
- develop a longer-term framework for the AMICAALL Namibia Programme.

An additional focus area will be leveraging of support for AMICAALL initiatives and local government HIV/AIDS response initiatives in both Namibia and other AMICAALL countries through liaison and work with USAID missions. This will initially involve meetings with USAID as either part of AMICAALL national programme development or as discreet activities.

Expected achievements will include more aware and capable local authorities to be able to respond to HIV/AIDS at the local level. As part of an inclusive national response, local authorities will be able to assess the realities of the impact of the epidemic in their communities and properly plan based on this information. Regional USAID missions will become more actively involved in supporting local authority response initiatives and make concrete commitments. At the conclusion of the activity, a clear and sustainable framework and Workplan will be in place to continue and develop the programme to the next level.

Contents of this report:

Various quarterly, semi-annual, and annual reports covering the grant period as amended.

**ALLIANCE OF MAYORS AND MUNICIPAL LEADERS
ON HIV/AIDS IN AFRICA (AMICAALL)**

GRANT No 0105-0303-G-GA31

Semi-Annual Report October 01 2003 to March 31 2004 – Narrative Summary

Due to delays in recruiting the Programme Officer who is primarily responsible for implementing this project, the activities did not effectively commence until mid September 2003. During the reporting period the following key activities towards achieving the objectives of the project were undertaken:

1. Orientation of Programme Officer (National Coordinator, AMICAALL Namibia) who commenced 15 September 2003.
2. Sensitisation workshops to enhance capacity of Mayors and Municipal Leaders and local authority institutions to respond effectively to the impacts of HIV/AIDS at the local level in Katima Mulilo, Okakarara and Gochas.
3. Specific training activities in community based HIV/AIDS responses, sexual health, home based care, etc, executed as projects originating from the sensitisation in Okakarara and Gochas.
4. Impact Assessment and Planning Toolkit Project commenced.
5. Longer term framework prepared for support of local authority action programmes as a consequence of the activities undertaken in this programme.
6. Draft of an HIV/AIDS Advocacy Guide for municipal leaders with a specific focus on smaller local authorities prepared, with the Model for Community Based HIV/AIDS Projects prepared with support of PricewaterhouseCoopers, to be incorporated.
7. Consultations with USAID missions in Tanzania, Swaziland, Mali, Zambia and Namibia carried out to work towards leveraging support for local government HIV/AIDS response programmes.
8. Participation in coordination and technical committees at national level.
9. Preparation and distribution of AMICAALL Namibia Newsletter in December 2003.

The AMICAALL programme has grown considerably in the last six months, having established itself as an actor with considerable visibility in the national HIV/AIDS response.

Elected and appointed local authority officials, and community stakeholders, numbering approx. 200, who have participated in the various training programmes now have a better understanding of the HIV/AIDS epidemic and are in a position to analyse the impact of HIV/AIDS on their respective communities and to plan appropriate responses and interventions. This in fact happened in two towns where projects to respond to identified needs were implemented (community training on behaviours and response) and several others were acknowledged. In addition, practical support was provided to municipal

leaders on institutionalising HIV/AIDS in their municipal service agendas on an ad hoc basis in fifteen (15) local authorities during the period.

Another accomplishment in the training component was the participation of 'Lironga Eparu', the Namibia Association of People Living with HIV/AIDS, not as beneficiaries but as trainers (consultants), bringing a perspective only they can.

The grant programme has also been instrumental in leveraging additional support for the AMICAALL Namibia Programme. A grant of N\$400,000 was secured for the development of a Municipal Impact Assessment and Planning Toolkit (N\$160,000 applied to this period). This component will facilitate local situation analysis and appropriate planning based on an understanding of local realities. Facilitated and self applied training modules will also be part of the Toolkit. The Programme Officer, funded by the USAID grant, plays an integral role in this project, which was initiated during the reporting period and the first phase of data collection and analysis was substantially completed during this period.

In addition, the AMICAALL Namibia Programme, in partnership with Association of Local Authorities in Namibia and Namibia Association of Local Authority Officers, was successful in being part of the Namibia country proposal to the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria, receiving a grant of US\$234,000 over two years. This grant will sustain local authority action for at least two more years, with an additional three years possible, and is the foundation of the longer term framework and workplan developed during this reporting period. Implementation will begin when the current USAID grant is finalised.

Another small grant of US\$12,000 was secured during the period from UNOPS for technical assistance to local authorities in developing community based projects. However no activities under this grant have yet carried out.

At the regional AMICAALL level, liaison visits were made to USAID missions in Tanzania, Mali, Swaziland, Zambia and Namibia with the view of securing support for local government HIV/AIDS responses in those countries. In each case, encouraging responses were received and already two proposals have been submitted. Replies are awaited.

An Advocacy Guide, focussed specifically on smaller local authorities, was completed to draft stage and has incorporated the Model for Community Based HIV/AIDS Projects developed in partnership with PricewaterhouseCoopers Ulysses Programme in July/August 2003 and finalised in November. When completed, this will be a useful toll for local leaders in community mobilisation and participative local governance.

The accomplishments during the reporting period, being the first full period of the programme, are primarily related to ongoing activities, which should culminate at the end of the next period.

GMAC Grantee Narrative Report

Grantee. Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa
(AMICAALL)

Agreement No. . 0105-0303-G-GA31

Report for the period:

October 1, 2003 through September 30, 2004

Please complete a one-two page narrative summary of your main accomplishments between October 1, 2003 – September 30, 2004. To complete this narrative report, it is recommended that you work through Attachment 1B and provide narrative information on accomplishments that contributed specifically to the strategic objectives and intermediate results listed in the attachment.

During the year under review the following are the achievements of the Project:

1. A Programme officer was recruited in September 2003. She has hands-on experience in local authority matters as a former Councilor and Mayor of the Municipality of Otjiwarongo. She has been part of the impact assessment process and has also drawn expertise in this area. The project officer coordinates the Namibian National AMICAALL programme.

2. Over sixty residents of Gochas and Otjiwarongo, two of the local sites for projects were trained on matters of HIV/AIDS and sexuality.

3. A number of meetings were held for leveraging USAID missions. These include Namibia, Tanzania, South Africa, Mali, Swaziland and Zambia USAID Missions. The above mentioned meetings were further followed up by a meeting between the Director of UNAPP (AMICAALL) and Ambassador Mr Tobias. The evident result of these missions is the interest expressed to support Tanzania, Namibia and Nigeria AMICAALL programmes. A call for concept papers have been made for Namibia and Tanzania and these concept papers are due by the end of October 2004.

4. A framework and workplan in support of future actions by local authorities in Namibia was put in place and formed part of the proposal approved by the Global Fund to Fight AIDS, TB and Malaria for Namibia. A consortium of Association of Local Authorities in Namibia, Namibia Association of Local Authority Officers and AMICAALL Namibia received a grant for US\$ 225,834 over two years commencing in October 2004.

5. A draft Impact Assessment tool kit has been produced and the final tool kit is expected by end of October 2004. This tool kit will be used by local authorities and municipal leaders to carry out assessment and plans to respond adequately to the HIV/AIDS epidemic in individual municipalities.

6. A draft advocacy guide has been produced. This guide is an instrument to be used by councilors in advocating for HIV AIDS in different circumstances to effect a decentralised and inclusive response, serving members of the community at the local level.

**Submitted by : Alfred Mndzebele
AMICAALL PROJECT MANAGER**

GMAC Grantee Narrative Report

Grantee. Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa
(AMICAALL)

Agreement No. . 0105-0303-G-GA31

Report for the period:

October 1, 2004 through 30 September, 2005

During the period under review the following are the deliverables for the Project:

- 1. Training for local leadership in Okakarara took place and a report has been produced. The output of the programme was a workplan which has not been implemented as a result of shortage of funds.**
- 2. Proposals and concept papers were submitted to different country offices (spelled out in report on liaison with USAID Missions -).**
- 3. Lessons learned from the two projects areas Okakarara and Gochas Municipalities were compiled shared with the two municipalities and with NANASO, the NGO coordinating HIV/AIDS activities in Namibia. These lessons were published in the March Newsletter. The coverage for the Newsletter is more than fifty organisation.**
- 4. The Impact Assessment and Planning Toolkit was completed in April and Nationally launched on 28 September 2005. Training on the Toolkit was conducted in April 2005.**
- 5. The Zambia AMICAALL workplan has been produced and process of implementing activities is ongoing after some slight delays.**

Submitted by : Alfred Mndzebele
AMICAALL PROJECT MANAGER
3rd October 2005



GMAC Grantee Narrative Report

**Grantee. Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa
(AMICAALL)**

Agreement No. . 0105-0303-G-GA31

Report for the period:

October 1, 2004 through March 31, 2005

During the period under review the following are the deliverables for the Project:

1. Training for local leadership in Okakarara took place and a report has been produced (attached). The output of the programme was a workplan which has not been implemented as a result of shortage of funds.

2. Proposals and concept papers were submitted to different country offices (spelled out in report on liaison with USAID Missions - attached).

3. Lessons learned from the two projects areas Okakarara and Gochas Municipalities were compiled shared with the two municipalities and with NANASO, the NGO coordinating HIV/AIDS activities in Namibia. These lessons will be published in the March Newsletter. The coverage is more than fifty organisation.

4. The draft Impact Assessment tool kit has been reviewed with valuable comments coming from stakeholders. Training on the Toolkit will be conducted in March 2005

**Submitted by : Alfred Mndzebele
AMICAALL PROJECT MANAGER**

**Institutional And Technical support to the
AMICAALL Programme in Cameroon:
Final report**

SUMMARY

The purpose of this report is to summarize progress on project fund by the USAID for the AMICAALL Cameroon Programme.

Cameroon AMICALL Programme receive a fund of \$30 998 from USAID.

The activities done are the following:

1. Setting up of two HMT (Bipindi et Bamendjou Councils);
2. Elaboration, translation in English and edition of profiles, services directory and HIV municipal plan of action for the two councils.
3. Equipment with informatics materials for the two councils.
4. Support in resource mobilisation particularly in the elaboration of the Cameroon AMICAALL action plan and a submission to the sixth round of the Global Fund.

Activities 1 and 4 are fully completed and activities 2 and 3 are on going and expected to be completed before the end of the month with the reception of the second instalment of the fund.

To facilitate (i) the implementation of the programme in the field, (ii) good management of relationship with various stakeholders and (iii) good management of the fund allocated, we should:

- 1- Reinforce the communication between the Secretariat and the National Branch of the Alliance of Mayors against AIDS.
- 2- Begin activities when the funds are available in the National Branch account.
- 3- Find other alternatives to receive funds. One of the solutions will be to send grants by the way of UNDP account and the mayor's contribution will be managed in their account.

MONITORING PROCEDURES

Activities to be implemented	Activity Indicator
<p><u>Activity one: Setting up of HIV/AIDS municipal teams, production of profiles and HIV/AIDS services directories</u></p> <p>1-Identify and recruit one National Consultant for a period of 1 month to reinforce the capacity of the HIV/AIDS Municipal Teams in Bamendjou and Bipindi Council</p> <p>2-Elaborate Bamendjou and Bipindi HIV services directories and profiles.</p> <p>3- Translate Bamendjou and Bipindi Council in English</p> <p>4- Design and produce Bamendjou and Bipindi Council</p> <p>5- Equip two councils in informatics material</p>	<p>1- One national consultant was recruited</p> <p>2- Bamendjou HMT was set up and is functional</p> <p>3- Bipindi HMT was set up and is functional</p> <p>4- Bamendjou Profile, services directory and HIV municipal plan are available and are in review</p> <p>5- The elaboration of Bipindi profile, services directory and HIV municipal plan are on going</p> <p>6- The English translator selection is done.</p> <p>7- Proformat invoices are available</p> <p>8- Proformat invoices are available</p>
<p><u>Activity 1: Give a support in Resources Mobilisation:</u></p> <p>1- Identify and recruit one National Consultant for a period of 10 days and one International Consultant for a period of 15 days</p> <p>2- Elaboration of a generic request proposal which can be submitted to Global Fund or other donors</p> <p>3- Support for the finalization of the first draft of AMICAALL monitoring and evaluation plan</p> <p>4- Identification of donors for the Alliance of Mayors</p>	<p>1- One national consultant was recruited</p> <p>2- One international consultant was recruited</p> <p>3- The generic proposal was elaborated and was use as support to write the Global Fund submission.</p> <p>4- Due to shorts delay this activity was not done by the consultant</p>

FINDINGS AND CONCLUSIONS FOR THE FIRST STEP

Activities to be implemented	Findings	Conclusions
<p>Activity one: Setting up of HIV/AIDS municipal teams, production of profiles and HIV/AIDS services directories, and</p>	<p><u>Strong points:</u> The community mobilization was successful. 64 and 30 participants attempted respectively to the basic training workshop for HMT in Bamendjou</p>	<p>The consultant is on the field for the elaboration of Bipindi documents. The English translator selection was already</p>

Activities to be implemented	Findings	Conclusions
providing in informatics' equipment	and Bipindi Councils. Mayors, traditional and community leaders, ethnic's minorities as pygmies in Bipindi council were fully involved. Profiles, services directory and HIV municipal plan for 3 years were done by the consultant in Bamendjou Council with the entire participation of the HMT. <u>Weakness:</u> There is no association of PLHIV in all the councils involved. A huge work in term of fight against discrimination and stigmatisation need to be done at the local level.	done. Proformats invoices are available coming from designers and informatics material providers.
Activity two: Give a support in Resources Mobilisation	<u>Strong points:</u> The consultants recruited for the elaboration of the submission to be addressed to the Global Fund did a huge work. The proposal elaborated was use as basis for the GF proposal. The GF proposal was submitted to the CCM and retains among 18 others. Following the CCM recommendations the Coordinator the submission was finalise. <u>Weakness:</u> The AMICAALL Cameroon monitoring and evaluation plan was not finalise. Donors for the Alliance of Mayors in Cameroon were not identified.	This activity is completed

RECOMMANDATIONS

To facilitate (i) the implementation of the programme in the field, (ii) good management of relationship with various stakeholders and (iii) good management of the fund allocated, we should:

- 4- Reinforce the communication between the Secretariat and the National Branch of the Alliance of Mayors against AIDS. This will help to avoid problems due to lack of information's.
- 5- Begin activities when the funds are available in the National Branch account.
- 6- Find other alternatives to receive funds. One of the solutions will be to send grants by the way of UNDP account and the mayor's contribution will be managed in their account.

FINANCIAL REPORT

	Status	Observations
Objective 1: institutional support to 2 municipalities		
Activities		
Setting up of HIV/AIDS municipal team in Bamendjou by having a two days meeting to reinforce the capacity and install the team	completed	Annex 1 : justification for Bamendjou workshop material
Setting up of HIV/AIDS municipal team in Bipindi by having a two days meeting to reinforce the capacity and install the team	completed	Annex 2 : justification for Bipindi workshop material Bipindi and Bamendjou HMT will be supervised at the end of October. Their transportation fees will be reimbursed at this occasion.
Writing of Bamendjou and Bipindi profiles and HIV/AIDS services directories	On going	Annexe 3: The consultant receives the first instalment of her payment (perdiems and transportation). She will receive the second instalment (fees) when the work will be completed.
Translation of profiles and HIV/AIDS services directories	on going	The translator is available. The first documents will be translated soon, after their review.
Designing and production of profiles and HIV/AIDS services directories	On going	Proformat invoices are available. The process will begin after translation.
Equipment of 2 municipalities with informatics materials (computers)	On going	Proformat invoices are available
Objective 2: Resources mobilisation		
Activities		
Elaboration of a generic request proposal which can be submitted to Global Fund or others donors	completed	Annex 3 and 4: The two consultants was paid