

# **Semi-Annual Report**

Fiscal Year 2010  
(October 1, 2009 – March 31, 2010)

National Implementation of Training  
in Resiliency-Building for Caregivers  
of Orphans and Vulnerable Children  
in South Africa

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*In collaboration with:*  
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### **III. Acronym & Select Term Definition List:**

|        |   |
|--------|---|
| CBO    | Community-Based Organization  |
| CBP    | Capacity Building Program = A residential, three-month memory work methodology curriculum program in Pietermaritzburg, South Africa, which has three intake groups of memory students per year, and consists of classroom instruction, supervised field work, and evaluation. |
| CINDI  | Children in Distress database   |
| CERI   | Children's Emergency Relief International   |
| CSI    | Child Status Index  |
| DHSD   | Department of Health and Social Development   |
| FBO    | Faith-Based Organization  |
| HCBC   | Home- and Community-Based Care  |
| M&E    | Monitoring and Evaluation   |
| MF     | Memory Facilitator = A person who has participated in at least one four-day memory workshop, facilitated by a Memory Trainer  |
| MOU    | Memorandum of Understanding   |
| MT     | Memory Trainer = A person who has gone through the three-month, full-time Capacity Building Program in Pietermaritzburg   |
| ND     | CERI National Director  |
| NGO    | Non-Governmental Organization   |
| NuPITA | New Partners Initiative Technical Assistance Project  |
| OVC    | Orphans and Vulnerable Children   |
| PD     | Program Director  |
| PEPFAR | U.S. President's Emergency Plan for AIDS Relief   |
| SAG    | South African Government  |
| SAQA   | South African Qualifications Authority  |
| UKZN   | University of KwaZulu-Natal   |

## **IV. Executive Summary**

The project uses the Memory Box methodology to render psycho-social rehabilitation services to orphans and vulnerable children (OVC) in six South African provinces identified by the South African government, USAID, and CERI's subgrantee, Sinomlando, as being most in need of services: Eastern Cape, Free State, KwaZulu-Natal, Limpopo, Mpumalanga, and North West.

The Memory Box methodology is a family-centered psychosocial intervention, which facilitates intergenerational dialogue among immediate and extended family members. The purpose of the intervention is to enhance resilience and nurture identity in OVC, who have lost parents or primary caregivers to AIDS. Resilience can be defined as a child's capacity to recover his/her well-being and life potential in spite of suffering through one or more life misfortunes.

The identified strategy is to encourage CERI/Sinomlando's partners in South Africa to adopt and integrate the Memory Box approach into their existing programs with a purpose of providing holistic care and treatment services to OVC. This strategy is achieved through the following major goals: (1.) Build the capacity of indigenous NGOs/CBOs/FBOs and appropriate governmental entities to create, manage, evaluate, and sustain the Memory Box intervention within their organizations, and to provide memory box training to other organizations in their communities; (2.) Scale up the use of Memory Boxes by partners, with the ultimate goal of building resilience, facilitating identity formation, and increasing intergenerational family dialogue among those affected by HIV/AIDS; (3.) Expand the field for a sustainable use of Memory Boxes via partnership agreements with community-based organizations and provincial government agencies.

In this reporting period, a total of two blocks of the Capacity Building training program were conducted in Limpopo and Free State, resulting in the training of 54 Memory Trainers and 817 Memory Facilitators.

## V. Summary Table of PEPFAR and Program-Specific Indicators

| Reporting Period<br>Semi-Annual:<br>October 2009-<br>March 2010   | Indicator  | Life of<br>Project | FY08<br>Target | FY08<br>Results/<br>Achieved | FY09<br>Target | FY09<br>Results/<br>Achieved | FY10<br>Target | FY10<br>Results/<br>Achieved |
|---|--|--------------------|----------------|------------------------------|----------------|------------------------------|----------------|------------------------------|
| <b>Care: Orphans and Vulnerable Children (PEPFAR)</b>   | Number of orphans and vulnerable children (OVC) served by an OVC program             | 3,700              | 90-135         | *                            | *              | *                            | *              | *                            |
| <b>H2.3.D</b> Number of health care workers who successfully completed an in-service training program within the reporting period** | Number of providers/caretakers trained in caring for orphans and vulnerable children | 2,135              | 195            | 258                          | 945            | 826                          | 1,716***       | 871                          |
| <b>Program-Specific</b>   | Number of Memory Trainers Trained  | 135                | 15             | 19                           | 45             | 45                           | 66             | 54                           |
| <b>Program-Specific</b>   | Number of Memory Facilitators Trained  | 2,000              | 180            | 239                          | 900            | 781                          | 1,650          | 817                          |

\* As per our discussions with USAID and the USAID/SA Mission regarding their concerns with the possibility of double-counting OVC, it is our understanding that these OVC will be counted by the end-service provider. CERI and Sinomlando will, however, continue to monitor and count OVC reached for internal informational purposes.

\*\* In August 2009, while discussing the revised, Next Generation PEPFAR Indicators applicable to our program with NuPITA, indicators H2.2.D and H2.3.D surfaced as the most applicable. A subsequent conversation with our sub-grantee, Sinomlando, and the CERI National Director ensued, during which the conclusion was drawn that indicator H2.2.D may not apply to CERI/Sinomlando, as being an in-service OVC provider/caretaker is a selection criterion for CBP trainees. The situation *could* feasibly arise in which an individual classified as “pre-service” is allowed to undergo training, but we anticipate the number of trainees falling into this category to be negligible.

\*\*\* The FY2010 target of 1,716 providers/caretakers trained breaks down into 66 MTs and 1,650 MFs (990 MFs trained during CBP blocks plus 660 MFs trained as part of additional Regional Memory Workshops).

## VI. Project Implementation by Strategic Objective

### 1. Conduct Memory Awareness Meetings that present the Memory Box program to current and prospective PEPFAR-OVC partners.

In November – December 2009, Sinomlando Partnership Liaison and Sinomlando Project Manager conducted awareness meetings with prospective partner organizations in the Free State. In March 2010, CERI-SA National Director held awareness meetings with 12 partners

in the North West province. The partner organizations learned about the Memory Box methodology and discussed ways to expand their ongoing services to OVC through the integration of the Memory Box approach.

After signing the partnership agreements, CERI/Sinomlando stay in close contact with partner organizations to inform them of the progress made by their employees during the training and to assist in adopting and implementing the Memory Work.

While recruiting partners in the North West Province, CERI/Sinomlando have taken steps to enhance the program’s sustainability by including additional requirements for potential partners. Specifically, the partnership agreement was amended to include a request that partners submit sustainability plans indicating how they intend to integrate Memory Work into their existing project portfolios. This approach was spurred, in part, by the lessons learned discussed at a meeting in March between Natasha Parkins-Maliko, CERI-South Africa National Director, Anita Sampson, USAID/South Africa Prevention and OVC Unit Leader, and Cephass Goldman, USAID/South Africa Activity Manager.

**2. Enlist three more groups of prospective MTs from among the staff of OVC partners, one group per province scheduled to receive training in 2010, and organize and conduct a three-month CBP training session for each group.**

Partners were recruited from a wide array of urban, suburban and rural localities in the Free State and North West provinces. With guidance from USAID/SA Mission in Pretoria, 11 partner organizations were selected in Free State and two in KwaZulu-Natal as part of a concurrent CBP Block 5. In March, CERI-SA National Director held Memory Awareness Meetings with 12 organizations in the North West Province; they are expected to nominate the trainees by early May. The list of organizations whose employees have completed the CBP course during this fiscal year is provided below, in addition to the list of prospective partners in North West.

During follow-up conversations with volunteers trained as Memory Trainers in the previous CBP blocks, Sinomlando learned that 14% of them (12 out of 87) had since left the organizations with whom they were affiliated at the time of the training. About a third of these volunteers were able to continue training fellow OVC care providers in their respective communities. In an effort to enhance the sustainability of Memory Work, CERI and Sinomlando have revised the trainee selection criteria (see Addendum A) to ask that partner organizations propose their full-time employees for the training whenever possible. This new requirement would allow the partners to not rely excessively on loosely affiliated short-term volunteers but, rather, engage their full-time personnel who are dedicated to carrying out the Memory Work as part of their ongoing OVC care and treatment activities.

| <b>CBP Block 4, Limpopo Province (August 10-October 30, 2009)</b> |                 |                |             |
|---|-----------------|----------------|-------------|
| <b>Organization</b>   | <b>Trainees</b> | <b>Project</b> | <b>Area</b> |
| African Medical and Research Foundation (AMREF)                   | 2               |                | Marble Hall |

|   |           |                    |                     |
|---|-----------|--------------------|---------------------|
| Project Support Association Southern Africa (PSASA) | 1         |                    | Piring              |
| Woz'obona   | 2         | Sekhukhune Educare | Jane Furse          |
| Makhuduchamaga Umbrella Group                       | 2         |                    | Jane Furse          |
| Management Sciences for Health (MSH)                | 1         |                    | Direlang            |
|   | 1         |                    | Makotse/Lebowakgomo |
|   | 1         |                    | Mohlarekoma         |
| Center for Positive Care (Posicare)                 | 4         |                    | Sibasa              |
| Ntushexo Health                                     | 1         |                    | Mninginisi          |
| Holani Health Organization                          | 1         |                    | Thomo               |
|   | 1         |                    | Giyani              |
| Salvation Army                                      | 1         | Muzwali Project    | Thohoyandou         |
| Baptist Church                                      | 2         |                    | Thohoyandou         |
| Elim Care Group                                     | 3         |                    | Elim                |
| <b>TOTAL MEMORY TRAINERS TRAINED</b>                | <b>23</b> |                    |                     |

**CBP Block 5: Two concurrent trainings in Free State (FS) and Kwa-Zulu Natal (KZN) Provinces (January 18-April 17, 2010)**

| <b>Organization</b>                         | <b>Trainees</b> | <b>Project</b>      | <b>Area</b>      |
|---|-----------------|---------------------|------------------|
| Health and Development Africa               | 3               |                     | Welkom           |
| Dihlhabeng Development Initiative           | 2               |                     | Bethlehem        |
| Heartbeat                                   | 1               |                     | Bloemfontein     |
| Bana pele                                   | 1               | Bloemfontein Branch | Bloemfontein     |
|   | 1               | Wetsdorp Branch     | Wetsdorp         |
| St. Paul                                    | 1               |                     | Reitz            |
| Getshemane                                  | 2               |                     | Ficksburg        |
| Child Welfare Africa                        | 1               |                     | Bloemfontein     |
| Ntsoanatsatsi                               | 2               |                     | Qwaqwa           |
| Child and Family Welfare                    | 2               | Wepener Branch      | Wepener          |
|   | 3               | Bethlehem Branch    | Bethlehem        |
|   | 1               | Virginia Branch     | Virginia         |
| World Vision                                | 2               |                     | Botshabelo       |
| Lesedi Home-Based Care                      | 1               |                     | Excelsior        |
| <b>TOTAL MEMORY TRAINERS TRAINED IN FS</b>  | <b>23</b>       |                     |                  |
| LifeLine                                    | 2               |                     | Pietermaritzburg |
| Friends for Life                            | 2               |                     | Pietermaritzburg |
| Sinomlando Centre                           | 2               | General Memory Work | Pietermaritzburg |
| Sinomlando Centre                           | 2               | Onjengami Project   | Pietermaritzburg |
| <b>TOTAL MEMORY TRAINERS TRAINED IN KZN</b> | <b>8</b>        |                     |                  |

**CBP Block 6, North West Province  
(May 9-July 31, 2010)**

| <b>Organization</b>                                | <b>Area</b>                                    |
|--|--|
| Tsholofelo Early Learning Centre                   | Ramatlhabama                                   |
| Willow Park Drop-in Center                         | Willow Park Farm and Welbedacgt                |
| Tswelelopele Home- and Community-Based Care (HCBC) | Deelpan  |
| Kitlano Drop-in center                             | Ganyesa – Ward 4                               |
| Reitlamile HCBC                                    | Mokasa Two Village - Ward 8                    |
| Boitumelo Support Group                            | Boitumelong - Ward 1                           |
| Tsholofelo Drop-in centre                          | Tshing   |
| Tsholanag HCBC                                     | Lebaleng                                       |
| Tshepang Caregivers                                | Tigane   |
| Maubane Health Information Centre                  | Maubane Village - Ward 15                      |
| Uitkyk Caregiver                                   | Brackuil, Uitkyk and Koffiekraal - Ward 4      |
| Pholontle HCBC                                     | Rankeleyane, Mabitse, Lesung Maumong and Tlapa |
| <b>TOTAL ORGANIZATIONS RECRUITED IN NORTH WEST</b> | <b>12</b>                                      |

**3. Conduct 30 five-day Regional Memory Workshops, facilitated by the MTs and mentored by the Sinomlando staff, resulting in the equipping of 450 Memory Facilitators (30 workshops (x) 15 trainees per workshop)**

Ninety-seven Regional Memory Workshops have been conducted to-date, including 46 workshops that occurred in the first half of FY 2010.

Twenty-three workshops were conducted in Limpopo. They resulted in the training of 426 new Memory Facilitators.

The CBP Block 5 in Free State was still in progress at the end of March 2010. However, CERI/Sinlomlando are now able to report that 21 workshops took place there by the end of April, resulting in the training of 355 new Memory Facilitators.

In addition to Memory Trainers from Free State, CBP Block 5 engaged a group of eight volunteers from the KwaZulu-Natal (KZN) province. These volunteers held two workshops in KZN as part of the required fieldwork and trained 36 new Memory Facilitators. An additional six workshops are planned in KwaZulu-Natal during the second part of FY 2010.

The same process will take place in North West beginning in August, following the completion of CBP Block 6 there.

The training curriculum for memory workers was modified to expand the module on Non-Profit Organization (NPO) Management. This module now includes more recent and more relevant information pertaining to management of NPOs.

In addition, CERI/Sinomlando are currently discussing with NuPITA the most effective ways to incorporate information about the Child Status Index and South Africa's National Standards of Care for OVC into the CBP curriculum in order to familiarize Memory Workers with the legal framework of OVC care in South Africa.

### Regional Memory Workshops (October 1, 2009-March 31, 2010)

| Date                       |            | Organization                     | Area(s) of Operation                 | Men       | Women      | Total Trained |
|----------------------------|------------|----------------------------------|--------------------------------------|-----------|------------|---------------|
| <b>LIMPOPO PROVINCE</b>    |            |                                  |                                      |           |            |               |
| 1.                         | Oct. 12-22 | PSASA                            | Phiring                              | 2         | 11         | 13            |
| 2.                         | Oct. 20-23 | Matsogo Athuso                   | Makado                               |           | 20         | 20            |
| 3.                         | Oct. 20-23 | AMREF                            | Leewfontein                          | 2         | 16         | 18            |
| 4.                         | Oct. 20-23 | AMREF                            | Monsterlus                           | 1         | 19         | 20            |
| 5.                         | Oct. 20-23 | Tshififi HBC                     | Thohoyando                           | 2         | 16         | 18            |
| 6.                         | Oct. 20-23 | Baptist Church                   | Thengwe                              | 6         | 11         | 17            |
| 7.                         | Oct. 20-23 | Holani Drop in centre            | Mninginisi                           | 2         | 15         | 17            |
| 8.                         | Oct. 20-23 | Direlang project                 | Lenting                              | 5         | 12         | 17            |
| 9.                         | Oct. 20-23 | Mohlarekoma HBC                  | Phokoane                             | 1         | 19         | 20            |
| 10.                        | Oct. 20-23 | Salvation Army                   | Sambandou                            |           | 20         | 20            |
| 11.                        | Oct. 20-23 | Sekhukhuni Educare Project       | Sekhukhune                           | 1         | 19         | 20            |
| 12.                        | Oct. 20-23 | Ntshuxeko                        | Kwa-Makasani                         |           | 20         | 20            |
| 13.                        | Oct. 27-30 | Pfukani CBO                      | Nkabanko Village                     | 2         | 12         | 14            |
| 14.                        | Oct. 27-30 | Makotse Woman's Club             | Makotse                              |           | 20         | 20            |
| 15.                        | Oct. 27-30 | Fararani HBC                     | Mapate                               |           | 18         | 18            |
| 16.                        | Oct. 27-30 | Mohedic                          | Denilton                             |           | 20         | 20            |
| 17.                        | Oct. 27-30 | Pfuxanani Drop in Centre         | Maphathe                             |           | 22         | 22            |
| 18.                        | Oct. 27-30 | Sekhukhune Educare Project       | Sekhukhune                           |           | 14         | 14            |
| 19.                        | Oct. 27-30 | Mohlathi Drop-in Centre          | Kwa-Makasani                         |           | 19         | 19            |
| 20.                        | Oct. 27-30 | Makhuduthamaga                   | Jane Furse                           |           | 20         | 20            |
| 21.                        | Oct. 27-30 | Elim Care Group                  | Alotein                              |           | 22         | 22            |
| 22.                        | Nov. 3-6   | Manini HBC                       | Manini                               |           | 17         | 17            |
| 23.                        | Nov. 3-6   | Makhuduthamaga                   | Jane Furse                           | 1         | 19         | 20            |
| <b>TOTAL</b>               |            |                                  |                                      | <b>25</b> | <b>401</b> | <b>426</b>    |
| <b>FREE STATE PROVINCE</b> |            |                                  |                                      |           |            |               |
| 24.                        | Feb. 23-26 | Gethsemane HCC                   | Meqheleng (Agape Church)             | 1         | 14         | 15            |
| 25.                        | Feb. 23-26 | St. Nicholas/Lesedi HBC          | Excelsior Lesedi HBC                 | 4         | 16         | 20            |
| 26.                        | Feb. 23-26 | Ntsoanatsatsi Educare Trust      | QwaQwa                               | 2         | 14         | 16            |
| 27.                        | Feb. 23-26 | Child Welfare South Africa       | Thaba-Nchu                           | 5         | 4          | 9             |
| 28.                        | Feb. 23-26 | Bethlehem Child & Family Welfare | Bohlokong, Theronville NG, Kerk Hall | 3         | 12         | 15            |
| 29.                        | Feb. 23-26 | Khauhelo ADP                     | Botshabelo, Section E                | 2         | 15         | 17            |
| 30.                        | Feb. 23-26 | Bana Pele                        | De Wetsdord Town Hall                |           | 6          | 6             |
| 31.                        | Feb. 23-26 | Bana Pele                        | National Hospital                    | 1         | 17         | 18            |
| 32.                        | Feb. 23-26 | Health & Development Africa      | Wesselsbron Monyakeng                | 8         | 14         | 22            |

|                                      |             |                                      |                                     |           |            |            |
|--------------------------------------|-------------|--------------------------------------|-------------------------------------|-----------|------------|------------|
| 33.                                  | March 1-4   | Asibavikele CWSA                     | Hoogte Community Hall               | 6         | 18         | 24         |
| 34.                                  | March 2-5   | Gethsemane HCC                       | Meqheleng (Agape Church)            |           | 13         | 13         |
| 35.                                  | March 2-5   | Ntsoanatsatsi Educare Trust          | Monotsha (Mantsubisi)               |           | 21         | 21         |
| 36.                                  | March 2-5   | Asibavikele CWSA                     | Virginia                            | 2         | 19         | 21         |
| 37.                                  | March 2-5   | Bethlehem Child & Family Welfare     | Bohlokong Theronville NG, Kerk Hall | 2         | 18         | 20         |
| 38.                                  | March 2-5   | Health & Development Africa          | Kutlwanong                          | 5         | 8          | 13         |
| 39.                                  | March 2-5   | Khauhelo ADP                         | Khauhelo ADP                        |           | 20         | 20         |
| 40.                                  | March 2-5   | DDI                                  | Jacket View                         | 2         | 16         | 18         |
| 41.                                  | March 2-5   | Heartbeat                            | Phase 4, Peterswart                 | 1         | 16         | 17         |
| 42.                                  | March 9-12  | Health & Development Africa          | Thabong Library                     | 2         | 9          | 11         |
| 43.                                  | March 9-12  | St. Elizabeth's Children's Programme | Reitz (Petsana) Thusanang Creche    | 2         | 14         | 16         |
| 44.                                  | March 22-25 | DDI                                  | Jacket View                         | 3         | 20         | 23         |
| <b>TOTAL</b>                         |             |                                      |                                     | <b>51</b> | <b>304</b> | <b>355</b> |
| <b><i>KWAZULU-NATAL PROVINCE</i></b> |             |                                      |                                     |           |            |            |
| 45.                                  | March 2-5   | Khanya Africa                        | Pietermaritzburg                    | 1         | 15         | 16         |
| 46.                                  | March 8-12  | Bambanani                            | KwaMashu, Durban                    | 1         | 19         | 20         |
| <b>TOTAL</b>                         |             |                                      |                                     | <b>2</b>  | <b>34</b>  | <b>36</b>  |

#### **4. Conduct family interventions with a view to reach two to three children per family.**

As part of their training, the Memory Trainers are required to conduct at least one family intervention and submit a "closure report" summarizing the results of the intervention. Closure reports are submitted to the Sinomlando M&E officer during the evaluation workshops. As these workshops typically take place three months after the end of a twelve-week CBP training cycle, the data on the number of families reached in Free State, where the training finished in mid-April, is not yet available; this information will be provided in the annual report for FY 2010.

CERI/Sinomlando can, however, report the number of family interventions conducted by the partners in other provinces since the start of the program. In March 2010, Sinomlando staff interviewed telephonically 67 of the 87 Memory Trainers from the Eastern Cape, Mpumalanga, KwaZulu-Natal and Limpopo provinces. The following numbers of closure reports were reported:

|                |              |
|----------------|--------------|
| Eastern Cape:  | 141          |
| Mpumalanga:    | 549          |
| KwaZulu-Natal: | 80           |
| Limpopo:       | 247          |
| <b>Total:</b>  | <b>1,017</b> |

## **5. Conduct an Annual Memory Work Conference in Pietermaritzburg providing refresher courses, training manual updates, best practices, and “lessons learned”**

The next annual conference – the final one in this program – is scheduled to take place in Pietermaritzburg on September 6-8, 2010. Between 100 and 120 employees of partner organizations are expected to participate.

Last year’s conference was a resounding success with 140 participants from all over South Africa and 12 guest speakers with expertise in a wide range of OVC-related subject areas. The conference was attended by the Premier of KwaZulu-Natal, Dr. Zweli Mkhize, and dignitaries of the University of KwaZulu-Natal. The conference was aimed to provide the participants with up-to-date information on Memory Work and psychosocial support to OVC.

The 2010 conference will pursue a different purpose, as it will seek to give an opportunity to Memory Trainers from each province to share their experiences of implementing the Memory Work after having been trained by Sinomlando. The feedback that will be provided by the Memory Trainers will be analyzed to identify the best practices and lessons learned.

## **6. Activities Planned for the Next Six Months**

- Complete CBP Block 5 in Free State in April 2010.
- CBP Block 6 will commence in the North West Province in May.
- As discussed with Anita Sampson of USAID/South Africa, the final CBP Block 7 will combine partners previously trained by CERI/Sinomlando in the Eastern Cape and Kwa-Zulu Natal Provinces. The decision to have a combined training for memory workers from these two provinces was made after Sinomlando’s post-CBP audit revealed that Memory Trainers trained there in 2008-2009 had since left those organizations, and the top management changed as well, necessitating repeat CBP trainings and Memory Awareness meetings with the new organizational leadership.
- As per CERI’s discussions with USAID/Washington and USAID/SA Mission, a strong focus will be placed on the training of government officials to meet, to the extent possible, CERI’s initial goal of training 100 government and government-affiliated officials per year. Results will be provided in the annual report for FY 2010.
- Hold the last Annual Memory Work Conference on September 6-8, 2010.

## **VII. Monitoring and Evaluation**

In the past six months, CERI and Sinomlando have taken steps to correct our data collection and reporting procedures. CERI/Sinomlando hired a consultant in February 2010 to train the Sinomlando project staff to use the Children in Distress database, provided to them by USAID, more effectively. Specifically, the consultant streamlined the search function in the database by cross-linking several sub-databases, transferring the existing data to the

appropriate sub-databases, as well as inputting new queries to refine the search. The consultant also trained Sinomlando project staff in the usage of the improved database.

In addition, Sinomlando developed a benchmarking checklist (Addendum B) that assigned targets to project activities and described a structured way for assessing the progress made.

CERI/Sinomlando will meet with NuPITA M&E experts on June 9-11, 2010 in order to streamline our M&E plan by including outcome-level indicators, beyond the PEPFAR indicators, which CERI will use in its reporting to USAID; orientate CERI/Sinomlando staff on the Child Status Index (CSI); meet with the data analyst consultant, Rob Cairns, to discuss implications of the streamlined M&E plan for the adaptation of the database; and to conduct a data audit of the database.

## **VIII. Management and Staffing**

### **1. Staffing Changes**

In mid-November 2009, Ms. Natasha Parkins-Maliko joined CERI as a new National Director for South Africa, replacing Mr. Dan Le Cordeur, who continued with the project as a part-time Partnership Liaison with Sinomlando. Ms. Parkins-Maliko reports to CERI Executive Director who is based in Houston, USA.

In December 2009, Mr. Kennedy Chiwazi assumed the newly-established position of CERI-South Africa Administration and Finance Manager. Mr. Chiwazi reports to Ms. Parkins-Maliko.

In January 2010, Mr. Radikobo Ntsimane resigned as Sinomlando's M&E Officer, after having completed his Doctorate degree and accepted a full-time teaching position with the University of KwaZulu-Natal. Ms. Dominique Mamet has replaced Mr. Ntsimane in February; she reports to Sinomlando's Program Director.

Also in January, Mr. Dan Le Cordeur resigned from Sinomlando after having completed recruitment of partners in the Free State Province. Ms. Parkins-Maliko travelled to the North West Province to recruit new partners for the upcoming CBP training there.

At the CERI-USA Headquarters, Mr. Trey Stiles resigned from CERI in October 2009 and is no longer employed by this project.

### **2. Challenges/Constraints**

The main challenge is that of program sustainability. A survey conducted by Sinomlando in March 2010 showed that 34% of partner organizations have conducted Memory Workshops after the end of the training. It demonstrates that our partners are adopting the Memory Box approach but also that continued efforts are necessary in order to make the program fully sustainable.

One of the main challenges is the turnover of staff and management in the partner organizations. At the time of the survey, 14% (12 out of 87) of Memory Trainers had left their organizations, as did 22% (12 out of 55) of their managers.

In addition, our experience recruiting PEPFAR partners has showed that, by the time CERI/Sinomlando meet with them for a Memory Awareness meeting, they have already secured USAID's approval for their annual work plan and committed funding and staff to their existing programs. This makes it difficult for them to commit resources to the Memory Work activities.

After lengthy discussions with NuPITA on client targeting and retention, CERI/Sinomlando have concluded that partners need to be recruited well in advance of the training, at the time when they are negotiating their annual work plan and budget with USAID. Doing so will enable partners to include Memory Work in their work plans for the fiscal year ahead. This approach has been used while recruiting partners in the North West, and CERI-SA ND asked USAID/SA to assist in negotiating the allocation of resources to Memory Work with CERI's prospective partners in that province.

### **3. Achievements**

CERI/Sinomlando have been successful in engaging partners from South African Government (SAG) agencies. CERI-SA National Director learned that SAG signs service-level agreements with, and provides funding to, the community-based NGOs. By signing MOUs with these government agencies, CERI-SA ND has been able to enroll both government and NGO employees in the CBP Program, which dovetails with the OVC-oriented activities these organizations are implementing as part of these service agreements. For additional details, please see *Section X. Other Issues*.

Another accomplishment is the gender ratio of 1:2 achieved in the CBP Block 5. In the previous CBP blocks, the ratio of men to women was, on average, 1:10. A more balanced gender representation in the CBP Block 5 resulted from our revised partner recruitment practices that now emphasize the need to enlist more men in the training. The gender ratio in the regional workshops, however, remains skewed in favor of the females, as the hands-on involvement of men in child care is still a relatively new phenomenon in South Africa.

In February, CERI completed the drafting of the standard operating procedures on human resource management, procurement/inventory management, sub-grant management, as well as financial management and travel for the CERI-South Africa office. Initial drafts were reviewed by NuPITA, and CERI is currently finalizing these manuals with a goal to get them approved by the BCFS Board of Directors in the next couple of months.

### **IX. Budget**

The four-year budget analysis is summarized in Addendum D. CERI is currently in the process of realigning the FY 2010 budget to reflect more accurately our spending pattern so far; this process will be completed in May. CERI will submit the revised four-year budget to USAID for approval if line item revisions exceed 10% of the total budget.

## **X. Other Issues**

### **1. Partnership with the South African Government**

In the run-up to CBP Block 6 in the North West Province, CERI-SA and Sinomlando representatives met with Mr. Edwin Kabasia, head of the provincial Department of Health and Social Development (DHSD) and with officials from DHSD's sub-division, the Directorate of HIV/AIDS Programmes. Our discussions have resulted in the conclusion of a partnership agreement with DHSD and the Directorate (see Addendum C), whereby the Department has agreed to fully cover the costs of an intensive, two-day training course on Memory Work to be provided by Sinomlando for 120 public social workers from four districts (30 people per district) in the North West Province. (The training is an abbreviated regular CBP course adjusted to the needs of the government officials.) The officials will be educated about the basic concepts of the Memory Box approach and advised on ways to incorporate this project into their funding cycles, so as to ensure the sustainability of the Memory Work in the province.

The training for each group of the officials will be held in their respective districts with a view to minimize travel costs. In addition, DHSD has agreed to allocate 70,000 Rand (\$9,345) toward the production of a DVD documentary that will be recorded over the period of three months (concurrently with CBP Block 6) and will portray the impact of the Memory Box program on children and families in the North West Province.

The DHSD also helped us enlist CBP trainees from six non-governmental organizations in the North West that are funded by the Department. By weaving the Memory Work into their ongoing services provided to OVC and by reporting the data on OVC reached to the Department, these partners will help enhance the sustainability of the Memory Box program.

CERI-SA has also initiated contact with Ms. Nomthandazo Sikhakhane, the corporate business unit manager overseeing programs related to children, the elderly, and persons with disabilities at the Msunduzi Municipality in the KwaZulu-Natal Province. CERI-SA National Director introduced Ms. Sikhakhane to the Memory Box concept and has continued negotiations with her, expecting to sign a partnership agreement in June 2010.

### **2. NuPITA's Technical Assistance**

CERI has benefitted from the technical assistance provided through NuPITA. In November 2009, Sinomlando's Program Director attended a two-day OVC workshop in Pretoria. In early February 2010, CERI representatives from South Africa and the United States, along with the entire Sinomlando project staff, attended a three-day Organizational Capacity Assessment for CERI-SA and Technical and Organizational Capacity Assessment for Sinomlando, facilitated by a team of NuPITA consultants in Pietermaritzburg. Few issues were flagged that require our follow-up, and CERI/Sinomlando are now in the process of addressing these problem areas through corrective action.

CERI-SA National Director and Sinomlando Programme Manager attended a training course in Kampala, Uganda in late February 2010 on Client Targeting and Retention. As discussed earlier in this report, the training helped CERI and Sinomlando to revise our strategy on partner recruitment and to further clarify the partner recruitment criteria.

The National Director, CERI-SA Finance and Administration Manager and Sinomlando Programme Manager also attended NuPITA's training course in March dealing with USAID rules and regulations. This training helped to broaden their understanding of the U.S. Government's contractual regulations and discussed the importance of complying with these regulations.

### **3. Accreditation of Training Manual by the South African Qualifications Authority**

The current CBP manual is under review by the South Africa Qualification Authority (SAQA) officials to ensure that the training curriculum used by Sinomlando meets the quality criteria established by the relevant South African regulatory agencies. CERI-SA contacted the CEO of SAQA, Mr. Joseph Samuels, to discuss the possibility of engaging a SAQA accreditation specialist to develop training standards for the CBP curriculum that will meet the requirements of the Education, Training, and Development Practices - Sector Education and Training Authority (ETDP-SETA), a South African agency that oversees the quality of professional training and development opportunities provided to the country's workforce.

CERI has also requested NuPITA's technical assistance in incorporating South Africa's national standards of OVC care into the CBP training manual.

### **4. XVIII International AIDS Conference in Vienna, Austria**

Sinomlando's new M&E Officer, Ms. Dominique Mamet, submitted an abstract to the Scientific Programme Committee of the XVIII International AIDS Conference scheduled to take place in June 2010 in Vienna. The abstract, entitled "*Assessing the effect of psychosocial support programmes on OVC resilience in South Africa*," has been selected for presentation in the poster exhibition. Unfortunately, Ms. Mamet has been unable to secure funding to attend the conference.

## **XI. Success Stories**

### **1. Madweleni Hospital (Eastern Cape)**

Two Memory Trainers (MT) who graduated from CBP Block 1 in Eastern Cape, Thelma Gwadiso and Mvulakazi Stishi, have had three different supervisors since they completed the CBP course. But they worked tirelessly and convinced each of their managers that the Memory Work they conducted in the villages helped the families and was beneficial for the community, as a whole. Thelma and Mvulakazi have held two successful four-day workshops last November and in early April 2010. They continue mentoring the Memory

Facilitators whom they trained, and they have received an encouraging response from the community.

## 2. ACTS Clinic (Mpumalanga)

Two MTs who were trained in CBP Block 2, Edna Hlatshwayo and Nonhlanhla Fakude, have been managed by a social worker who understood the Memory Work well. But in early 2010, these two MTs felt abandoned when their supervisor found employment elsewhere.

However, they continued implementing the Memory Work and did it with such success that the Clinic asked them to write about their achievements for the organization's website. They also introduced Memory Work into the mainstream programs run by the ACTS Clinic: for instance, they use the Memory Box methodology with teenagers, doing monthly follow-up visits to the program sites.

## 3. A beneficiary

Khululeka (*name changed*) is a 14 year-old boy who lives in Mpumalanga. His father and younger brother died of AIDS, but Khululeka's family did not tell him what caused their deaths. Khululeka learned about the Memory Box program from Memory Trainers who work for the ACTS Clinic. When the trainers visited his family, Khululeka's HIV-positive mother asked them to help her to disclose the cause of the deaths in the family to her son. The trainers helped her understand how important it was for her to do it herself, by way of talking to Khululeka about the family's history and writing it down. After the trainers left, the mother told the story, and the family prepared a memory box together. The trainers felt empowered by this experience and said it helped them realize they were now ready for the Memory Work mentorship.

## **List of Addendums:**

Addendum A: CBP Trainee Profile Requirements

Addendum B: Benchmarking Checklist

Addendum C: MOU with the Department of Health and Social Development and the Directorate of HIV/AIDS Programmes, North West Province

Addendum D: Budget Analysis: Overview of Expenditures for the Life of Project To-date

## Trainee Profile Requirements



Children's Emergency Relief International

**CERI-South Africa**  
**Phone: 033 3456743**  
**Fax: 033 3456753**  
**E-mail: [nmaliko@cerikids.org](mailto:nmaliko@cerikids.org)**

The project “National Implementation of Training in Resiliency-Building for Caregivers of Orphans and Vulnerable Children in South Africa” is implemented by Children’s Emergency Relief International (CERI) in collaboration with the University of KwaZulu-Natal’s Sinomlando Centre for Oral History and Memory Work in Africa. The program is administered by the United States Agency for International Development (USAID), with funding provided through the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR).

The purpose of the program is to train PEPFAR-funded home-based care providers, who work with Orphans and Vulnerable Children (OVC) that lost their caregivers to AIDS, in psycho-social rehabilitation techniques for OVC through the use of Memory Boxes. Trained care providers, in turn, replicate this training for other OVC-oriented organizations in their communities. The program is implemented in six South African provinces, including Eastern Cape, Free State, KwaZulu-Natal, Limpopo, Mpumalanga, and North West.

Requirements for the trainees are as follows:

- Experience in community work and home-based care of orphans and vulnerable children;
- Grade 12 graduation diploma;
- Pass an entrance test to demonstrate English language and communication skills;
- A passion for working with OVC, self-motivated and eager for self-development;
- Recommendation by the organization as a full-time contract employee;
- Commitment to complete a three-month Capacity Building Program (CBP) course;
- Commitment to implement Memory Workshops for 15 fellow OVC home-based care providers from other OVC care and treatment organizations in their communities, and to monitor family visits conducted by the trained volunteers.

Outcome requirements for graduation as a Memory Trainer:

1. Assessment aggregate of 50% on completion of the following courses:
  - Child counselling
  - Memory work
  - Interviewing skills
  - Play skills
  - HIV/AIDS literacy
  - Non-Profit Organization (NPO) Management
2. Evaluation in the field, including:
  - Evaluation of the transfer of above skills to volunteer OVC care providers in a four-day workshop.
  - Completion of at least one closure report recording trainee’s visits to an OVC household.



### Sinomlando Centre – Benchmark Checklist

| <b>RECRUITMENT (PARTNER ORGANISATION)</b>            |   |                           |             |
|--|---|---------------------------|-------------|
| <i>Activity</i>                                      | <i>Sub-items</i>                        | <i>Person Responsible</i> | <i>Sign</i> |
| Initial assessment                                   | Long-term viability of organisation     |                           |             |
|  | Ability to implement training programme |                           |             |
|  | Funding for training                    |                           |             |
| Briefing partner organisation on programme structure |   |                           |             |
| Memorandum of understanding                          |   |                           |             |

| <b>RECRUITMENT (CANDIDATE)</b> |                                     |  |  |
|--------------------------------|-------------------------------------|--|--|
| Written test                   | English proficiency                 |  |  |
| Oral interview                 | Matric certificate                  |  |  |
|                                | Attachment to organisation          |  |  |
|                                | Evidence of motivation              |  |  |
|                                | At least one year of community work |  |  |
| Feedback to management         |                                     |  |  |
| Contract with candidate        |                                     |  |  |

| <b>TRAINING</b>                                     |   |         |  |
|---|---|---------|--|
| <i>Formative assessment (technical instruction)</i> |   |         |  |
| Assessment  | Counselling & Child Development (Week 4)                                  | Lois    |  |
|   | Memory Work (Week 4)  | Lois    |  |
|   | Interviewing (Week 4)   | Lois    |  |
|   | HIV/AIDS (Week 11)  | Lois    |  |
| Feedback  | Progress report of technical instruction (Week 4) to mentee               | Lois    |  |
|   | Progress report of technical instruction (Week 4) to partner organisation |         |  |
| <i>Formative assessment (fieldwork)</i>             |   |         |  |
| Assessment  | Mentor's report   | Dom     |  |
|   | Mentee's review   | Dom     |  |
|   | Progress report   | Dom     |  |
| Feedback  | Briefing of partner organisation  | Nokhaya |  |
|   | Briefing of mentee  | Lois    |  |

| <i>Summative assessment</i> |   |             |  |
|-----------------------------|---|-------------|--|
| Assessment                  | Exams                                     | Lois        |  |
|                             | Evaluation of 4-day workshop facilitation | Cliford     |  |
|                             | Evaluation workshops                      | Dom         |  |
|                             | Closure report                            | Dom/Cliford |  |
| Feedback                    | Report back to mentee                     | Lois        |  |
|                             | Report back to partner organisation       | Nokhaya     |  |
|                             | Graduation                                |             |  |

| <b>POST CBP IMPLEMENTATION FOLLOW-UP</b> |                                      |  |  |
|--|--------------------------------------|--|--|
| <i>Assessment 1</i>                      |                                      |  |  |
| 3 months after end of programme          |                                      |  |  |
| Quantitative assessment (audit)          | Record of number of workshops        |  |  |
|  | Record of number of family visits    |  |  |
|  | Record of number of children's camps |  |  |
| Qualitative assessment                   | Refresher course                     |  |  |
|  | Site visit                           |  |  |
|  | Phone call                           |  |  |
| <i>Assessment 2</i>                      |                                      |  |  |
| 6 months after end of programme          |                                      |  |  |
| Quantitative assessment                  | Record of number of workshops        |  |  |
|  | Record of number of family visits    |  |  |
|  | Record of number of children's camps |  |  |
| Qualitative assessment                   | Refresher course                     |  |  |
|  | Site visit                           |  |  |
|  | Phone call                           |  |  |
| <i>Assessment 3</i>                      |                                      |  |  |
| 12 months after end of programme         |                                      |  |  |
| Quantitative assessment                  | Record of number of workshops        |  |  |
|  | Record of number of family visits    |  |  |
|  | Record of number of children's camps |  |  |
| Qualitative assessment                   | Refresher course                     |  |  |
|  | Site visit                           |  |  |
|  | Phone call                           |  |  |



Health & Soc Dev

Department:  
Health & Social Development  
North West Provincial Government  
Republic of South Africa



## Partnership Agreement

Between

**Children Emergency Relief International**

And

**The Department of Health and Social Development  
(Social Development Branch)  
North West  
South Africa**

It is hereby agreed between the two abovementioned parties to enter into partnership with regard to Memory work training (Capacity Building Programme).

This partnership developed as a result of the joint partnership agreement between CERI and Sinomlando to offer Memory Work training to PEPFAR grantees and other organizations including the South African Government Departments officials in memory work, through the funding provided under the USAID.

### **Duties of Partners**

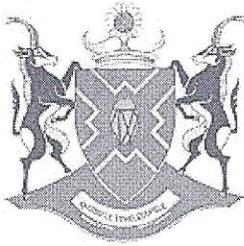
**CERI/SINOMLANDO** undertakes to do the following in order to fulfill the requirements of the joint psychosocial partnership:

- Plan and facilitate training with assistance from the Directorate HIV & AIDS
- Conduct mentoring and technical assistance for the officials and partner organization trainees
- Conduct evaluation sessions as part of the training

- Assess the competence of trainees and award a certificate of Competence upon completion of the training process;
- Provide financial resources for training activities such as travel, accommodation, registration, study materials.
- Commitment to support the Capacity Building Programme (CBP) graduate official with
  - Time and mentoring support officials to produce at least one sensitization session within the first year
  - Time and support to the CBP graduate trainee to conduct at least 3-4 workshops / trainings within the first 3months
  - Technical assistance on the content of such a sensitization meeting / training workshops
  - Psychosocial process support for the CBP graduate officials
  - Invitation and presentation at the annual memory conference in Pietermaritzburg.

**The Department of Health and Social Development** will commit to establish and maintain communication with CERI / Sinomlando, particularly with respect to:

- Statistical data/information for the purpose of Monitoring & Evaluation;
- Maintaining performance standards of both the CBP graduate and memory work implementation for trainees of the funded organization as well as officials
- Suggesting ways through which memory work and methodology can be adapted to accommodate local needs and variables;
- Feedback on how the memory training has capacitated or incapacitated the overall effectiveness and capacity of the Department
- Providing CERI / Sinomlando with referral linkages to other NGO, CBO, FBO & governmental OVC-focused entities within the community and/or work-focused area
- Provide funding to the organizations, who currently have service level agreements with the Department, to ensure memory work is catered for in the activities, budget and reporting processes.
- Provide funding for logistics for the training of the officials in the Districts
- Provide funding for the documentary DVD on the memory box project for the North West



Department:  
**Health & Social Development**  
North West Provincial Government  
Republic of South Africa

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Republic of South Africa

**DIRECTORATE: HIV & AIDS PROGRAMMES**

Tel: +27 (18) 384 8633 / 1713  
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TO : MR MODISHE MALAKA  
ACTING HEAD OF THE DEPARTMENT

FROM : ONKEMETSE KABASIA  
DIRECTOR – HIV & AIDS PROGRAMMES

DATE : 29<sup>th</sup> MARCH 2010

SUBJECT : **MEMORY WORK & PSYCHOSOCIAL SUPPORT TRAINING  
(PARTNERSHIP WITH CHILDREN'S EMERGENCY RELIEF  
INTERNATIONAL - CERI)**

**1. PURPOSE**

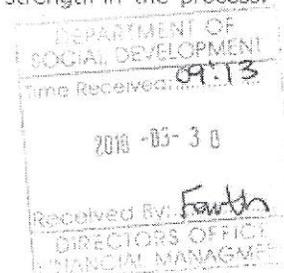
To present a proposed Partnership with CERI to implement Memory Work and Psychosocial Support Training (Capacity Building Programme) in the North West Province.

To request the approval of the Acting HoD to implement the Project in the North West

To request the AHoD to sign the Partnership Agreement (attached)

**2. PROJECT BACKGROUND**

The project **National Implementation of Training in Resiliency-Building for Caregivers of Orphans and Vulnerable Children in South Africa** is implemented by Children's Emergency Relief International (CERI) in collaboration with **Sinomlando Centre for Oral History and Memory Work in Africa**. CERI is a humanitarian organization who responds to OVC and families in crisis situations. Sinomlando is a training and research programme based in the University of KwaZulu-Natal Pietermaritzburg. Its vision is to assist people with silenced and stigmatized memories to take ownership of their history and gain strength in the process. In isiZulu *sinomlando* means "We have a History".



the strength of its family and community, by enhancing the capacity of poor families to protect & support their children.

## **5. PROJECT IMPLEMENTATION**

The Project will include the training of Carers from HCBC's and Drop-in-Centres and Officials. The implementation will be as follows:-

### **4.1. Training of Carers (Training of Trainers)**

- **24 Carers** will be selected from 12 organizations across the Province (6 beneficiaries from 3 Organizations per District). CERI has outlined the criteria for selection of beneficiaries.
- Successful candidates will receive a three months intensive training based on the Memory Box Methodology which will be as follows:-
  - Candidates will attend a four (4) weeks technical training at the University of Kwa Zulu-Natal (Pietermaritzburg)
  - Five weeks mentoring in the field, and another
  - Two weeks training back in Pietermaritzburg (UKZN)
- The group will then be mentored into training 20 people in their area.
- CERI/Sinomlando will monitor and mentor these memory work trainers as they continue to train new OVC Carers.
- It is envisioned that four additional training sessions per year organized by the partner organizations and partly funded through CERI/Sinomlando will be run by these trainers in their respective areas.
- The modules covered by this training are Memory Work, Counseling, Interviewing and Play Skills, HIV & AIDS Literacy and NPO Management

Contracts will be signed between CERI/Sinomlando and the prospective partners to ensure the sustainability of the OVC psychosocial support programme within the partner organizations through continued monitoring, mentorship and training support by CERI/Sinomlando.

### **4.2. Training of Departmental Officials (Social Workers & Social Auxiliary Workers)**

- CERI/Sinomlando will train 120 Officials (30 per District) on a two-day high intense training on Memory Work and Psychosocial Support.
- Training will be held within the Districts to minimise costs and travelling
- A training schedule will be developed and shared with Districts.

- o The participants will be nominated from all relevant Social Welfare Programmes, including Social Auxiliary Workers and other relevant Departments (e.g. Social Workers in ART Sites).

#### 4.3. North West OVC Memory Work Documentary

- o A documentary will be produced for the project, detailing training of Carers, training of organizations as well as the implementation of Memory Wok itself.
- o This will focus on documenting success stories for future reference and learning.

## 6. FINANCIAL IMPLICATIONS

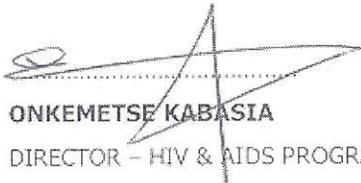
- **Training of Carers for HCBC's and Drop-in-Centres**
  - o The Financial Support is **fully provided** by the United States Agency for International Development President's Emergency Plan for AIDS Relief (PEPFAR).
  - o This includes leaner accommodation, travel, meals, facilitation/mentor fees and course material. The costs per learner is **R 35 000.00 x 24 learners = R 840 000.00** – all fully paid by PEPFAR.
- **Training of Officials**
  - o Facilitation fees of four training blocks (120 officials) will be fully paid for by PEPFAR.
  - o The Department will be required to pay for accommodation and conferencing for officials attending the training.
  - o The total estimated costs for training of Officials (conferencing and accommodation) are estimated at **R 120 000**.
- Development of a project documentary is to cost an estimated **R 70 000**. The documentary will be facilitated by CERI through its implementing partners.

The total costs to be incurred by the Department in implementing this project is estimated at R 190 000. The budget will be sourced from the Directorate HIV & AIDS Budget.

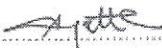
## 7. RECOMMENDATIONS

It is recommended that:-

- The Acting HoD approves the implementation of the proposed partnership between the Department and CERI – it is a skills development programme which the Department needs.
- That the Acting HoD approves the costs of R 190 000 for the project, as a contribution to the R 840 000 to be funded by PEPFAR through CERI.
- That the Acting HoD signs the partnership agreement with CERI – see attached.

  
**ONKEMETSE KABASIA**  
 DIRECTOR – HIV & AIDS PROGRAMME

RECOMMENDED / ~~NOT RECOMMENDED~~

  
**MR TSHEPO MOKGATLE**  
 DIRECTOR – BUDGET PLANNING /FINANCE

APPROVED / ~~NOT APPROVED~~

  
**MR MODISHE MALAKA**  
 ACTING HEAD OF THE DEPARTMENT

30/03/2010

**Comments:**

.....  
 .....  
 .....

The agreement is entered into with the sole purpose of meeting the psychosocial needs of orphaned and vulnerable children.

**CERI**

Name N. Posters-Nalika  
Position National Director  
Date/Place Pretoria, 30/03/2010  
Signature [Signature]

**Department of Health & Soc Dev**

Name M. LIMALAKA  
Position ASOD  
Date/Place MPUMALANGA 30/03/2010  
Signature [Signature]

