



NATIONAL AIDS CONTROL PROGRAMME
National Institute of Health, Chak Shahzad

PROJECT MONITORING TOOLKIT

(Version 3)

FOR SERVICE DELIVERY BY NGOs/FIRM PROVIDING HIV/AIDS PREVENTION SERVICES



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ACRONYMS AND ABBREVIATIONS

AASR	Anjum Asim Shahid Rahman (Management Consultants)
AIDS	Acquired Immune Deficiency Syndrome
BCC	Behaviour Change Communication
CBO	Community-Based Organization
CDCU	Central Data-Collection Unit
CRIS	Country Response Information System (UNAIDS)
DHS	Demographic and Health Survey
EACP	Enhanced HIV/AIDS Control Programme 2002-07
FHI	Family Health International
FSW	Female Sex Worker
GoP	Government of Pakistan
HASP	HIV/AIDS Surveillance Project
HIV	Human Immunodeficiency Virus
IBBS	Integrated Biological and Behavioural Surveillance
IDU	Intravenous Drug User
M&E	Monitoring and Evaluation
MIS	Management Information System
MSM	Men who have Sex with Men
MSS	Marie Stopes Society
MSW	Male Sex Worker
NACP	National AIDS Control Programme
NGO	Non-Governmental Organisation
NSSO	National Surveillance Support Officer
OI	Opportunistic Infection
PACP	Provincial AIDS Control Programme
PC-1	Planning Commission Document – Draft 1
PC	Provincial Coordinator
PLWHA	People Living With HIV/AIDS
PM	Programme Manager
PMCBS	Project Management & Capacity Building Services
PSSO	Provincial Surveillance Support Officer
RTI	Reproductive Tract Infection
SDC	Service Delivery Centre
SDP	Service-Delivery Package
SGS	Second-Generation Surveillance
SOP	Standard Operation Procedure
SoSec	SoSec Consulting Services
STI	Sexually Transmitted Infection
TOR	Terms of Reference
UNAIDS	Joint United Nations Programme on AIDS
VCT	Voluntary Counselling and Testing
WB	The World Bank
WHO	World Health Organisation

INTRODUCTION

This project monitoring toolkit is a reference document covering aspect of project monitoring of NGOs/firms contracted under Service Delivery Packages under Enhanced National HIV/AIDS Control Programme. This is also a monitoring guide for NACP, PACPs and WB monitoring teams while performing monitoring visits of onboard SDP NGOs/firms.

The first version of Toolkit was created in early 2005 prior to start of monitoring and evaluation activities by the AASR-Project Management teams. However this revision has been made after completing two quarterly monitoring & evaluation rounds. The AASR team is now fully conversant with the capacity and working environment of contracted NGOs/firms and took all the input from all stakeholders involved in the process.

This toolkit is backed by a software system that will be enable all contracted NGOs/firms to manage their data according to the toolkit formats. This standardization of data management will be useful for all NGOs to manage data consisting of their client's information and information related to their efforts towards achieving objectives by providing services as described in SDP contracts.

On the other hand these standardized formats will provide an opportunity to PACPs and NACP to consolidate data to form Provincial and National databases using standard parameters. In this regard all the NGOs are directed to send their quarterly data along with quarterly reports to respective PACP/NACP. A software system has also been commissioned at NACP/PACPs to fetch, consolidate all data to form national/provincial databases, this software system is also capable to generate MIS for PACPs/NACP.

This overall environment consisting of Project monitoring Toolkit, Monitoring front-end software at each SDP NGOs/firm, provincial and national SDP databases will be primary source data for upcoming CDCU and major contributor in proposed national M&E database.

PROJECT MONITORING TOOLKIT

1. Purpose and Definitions

A project is a temporary endeavour undertaken to create a unique, product, service or result. One component of **Project management** is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements and to gauge the performance of delivery. This Toolkit has been developed for use primarily by the NGOs/Firms engaged by the National and Provincial AIDS Control Programmes. This can, however, be used by other stakeholders with some modification.

The purpose of **Monitoring** is to continually check whether the project is being implemented according to the agreed terms and conditions between the contracted NGO/Private Firm and PACP/NACP in order to enable partners achieve optimal results.

2. Objectives of proposed system of monitoring

ASSIST the Project Managers of the NGOs and Firms contracted to provide services to the High risk groups of populations to:

- a. Keep a track of performance on a regular basis, preferably by using standard MIS software across the board for data flow from source to MIS reporting level.
- b. Devise a system wherein there is minimal need for personal visits to physically inspect the status of service delivery
- c. Identify gaps or shortcomings in delivery so as to take corrective measures,
- d. Identify constraints/issues affecting performance or service delivery and improve on existing system
- e. Recommend actions to NACP/PACP for addressing problems or issues and identification of roles of the NGO, NACP, PACP by solution of constraints at different levels
- f. Try minimize conflicts and disagreements by pre-empting problematic situations
- g. Evaluate the impact of best practices in order to draw upon lessons learnt and incorporate these into future strategies

In the context of this toolkit, the term **Monitoring** shall be used to mean:

A periodic, planned and systematic activity carried out to examine and review a contract that will yield relevant and essential information for making informed assessments of the quantitative and qualitative progress in accordance with the agreed benchmarks and indicators.

The purpose of this toolkit is to explain in clear terms how to **efficiently and effectively** monitor the project in order to achieve desired objectives with minimum cost and within a specified timeframe.

The toolkit provides a framework of monitoring with indicators and guidelines for their measurement on a regular basis. These indicators are basically derived from the contract documents. It must be borne in mind that these indicators are not all inclusive. They should be taken as a starting point rather than the end of line. As we go along in the process of implementing these projects, we will consider modifications in monitoring indicators and will include new indicators in the toolkit.

The framework and formats explained in this toolkit are designed to regularly monitor the progress made by NGO/Firm on various benchmarks or targets given in the contracts or agreed with the client (PACP/NACP) and the Management Consultants.

Some components of Enhanced AIDS Control Programme (EACP) such as improved HIV prevention by general public and prevention of HIV/STI transmission through blood transfusion are out of the scope of this project and, therefore, are not covered in this toolkit.

The quarterly monitoring report will serve as the basis for a recommendation to the competent authority for making the payments to the NGOs.

3. Scope of Monitoring Activity

The monitoring of the service delivery contracts will generally be carried out through:

- h. Periodic visits and meetings of the monitoring team/concerned staff to the project implementation site and project management office of the NGO;
- i. Review of the relevant documents and reports, including accounting documents, made available by the NGO;
- j. Meeting with clients or beneficiaries accessing services of the NGO;
- k. Meeting with project staff and NGO management.

4. Monitoring Officials/Team

The designated staff of the NGOs/Firms, PACP, NACP, donors, Management Consultants and third party monitors can undertake monitoring of the NGO contracts.

5. General Principles (Protocols) for Monitoring

- l. An attempt will be made to arrange a monitoring visit at an announced and agreed upon date and time with the NGO. The preference will be to visit as a team rather than individually. However, at times the provincial coordinators and occasionally other concerned officials may be required to undertake individual monitoring visits to NGOs or their facilities at short notice, or even without any prior information.
- m. All monitoring visits **must** be documented and minutes circulated to concerned partners ranging from the NGOs/ Firms to the NACP/PACP.
- n. Any individual/ members of monitoring teams should have basic HIV/AIDS knowledge/working experience keeping in view the nature and scope of service package to be delivered by the NGO.

- o. Before visiting the NGO office or its facilities for monitoring purposes, all external monitors **must** review the relevant materials, particularly the last quarterly or monthly report of the NGO.
- p. The external monitors shall treat the professional and management staff of the NGO with dignity and respect.
- q. The issues brought under discussion and examination during a monitoring visit or activity shall remain focused at the agreed monitoring indicators and criteria. The external monitors shall not ask for such information/details of the clients, which might compromise their, or the clients', right of confidentiality.
- r. External monitors shall refrain from any gestures, language or questions towards the clients that might lead to their harassment/ disrespect.
- s. The monitored NGO has a right to receive feedback and comments in addition to a copy of the monitoring report from the external monitors.
 - i. The monitored NGO shall also have the right to disagree with any observation and/or inference and the same shall be discussed and reviewed to achieve a consensus.
 - ii. In case of any conflicting views, the position of both the NGO and Monitoring Team shall be included in the report.
- t. The monitored NGO shall be obliged to produce and provide to the External Monitoring Team all relevant documentation and/or evidence that is necessary for the verification of information or gathering of data for monitoring.
- u. The purpose of monitoring is to improve implementation of the service delivery by NGOs, and not fault finding. The process of monitoring, therefore, must be viewed in the overall framework and spirit of public private partnership. The emphasis should be on facilitating implementation and building capacity wherever needed. The focus of external monitors should be limited to deliverables, outputs and outcomes. The World Bank's *Guidelines for the Use of Consulting Services* and the *Consulting Services Manuals*, which govern the contract, do not permit either the examination or monitoring of inputs, or the use of resources (human, material and financial).

6. Work Plan & Monitoring

Contracted NGOs and Firms are required to prepare an Annual Work Plan or AWP (also referred to as implementation plan in the contracts) with milestones or benchmarks, targets and activities.

Work plan is a document that lists all planned activities, the date on which they will occur or by which they will be accomplished, the resources they will require and the person(s) responsible for carrying them out.

The work planning process involves developing and scheduling activities with the following considerations:

***WHAT:** What is the activity and for whom, i.e. who are the beneficiaries;
WHO: Person(s) responsible to carry out the activity;
HOW: What are the resources (human and financial) needed to carry out the activity;
WHEN: Time frame, giving dates, if possible;
WHERE: The location of the activity;*

While some of the milestones for the first year of contract implementation are stated in part III (Special Conditions of the Contract), the milestones for year two onwards have to be agreed between the client (PACP or NACP). The Management Firm has been assigned the responsibility to facilitate the NGOs and clients in the process of deciding these milestones or benchmarks, on a quarterly basis. Based on these milestones or benchmarks, NGOs/Firms will prepare work plans that will serve as the basis for monitoring of service delivery and for recommending the release of quarterly payments to them.

7. Monitoring Formats:

There are number of vulnerable population groups, enclosed annexures are defined in these groups according to following format:

1. Client Checklist (Form 1)

The extension workers/peer educators of the NGO will fill out this checklist during visits or interaction with clients. For each visit or interaction a new form will be filled out. The purpose of this checklist is to maintain a record of the knowledge, skills, attitude and behaviour of the client over a period of time. To make it user friendly and to ensure that it can be filled out with minimum of effort, it will be provided to the workers in a register form. The original copy will be filled out and detached from the register for MIS input at the NGO office. A carbon copy will remain attached to the register. It will be the extension workers record and will assist her/him in following up with the clients. The form filled during the first interaction will serve as the baseline for the four target indicators defined by the contract, i.e., knowledge, attitudes, skills and behaviour in case of each client. The forms filled during subsequent meetings with the same client will reflect the progress made on these four indicators as a result of the interventions by the NGO.

2. Service Delivery Checklist (Form 2 - Annex I)

The NGO staff monitoring the performance of service delivery facilities or points will use this form. At least one monitoring visit to each of these facilities will be conducted during a one-month period. The form will be filled out by in-charge of SDC and submitted to the NGO Office not later than the first week of the next month

3. Quarterly Report (Form 3 - Annex I)

This form will be filled out by the NGO staff in the main office at the end of each quarter and will be on the MIS. Most of the information on this form will come out of the Client Checklist (Form 1) and the Service Delivery Checklist (Form 2) being filled every month. Remaining details will be filled in by the NGO from its records. The Quarterly Report (Form 3) also requires a descriptive analysis of the information contained in the report and will highlight if the NGO is achieving its overall objectives. Any constraints or issues faced during implementation and the remedial measures taken by the NGO will be listed in this descriptive part of the report.

4. Contract Monitoring Checklist (Form 4 - Annex I)

The PACP Monitoring & Evaluation (M&E) staff and the Provincial Coordinator (PC) will make a visit to the NGO office within a week of the end of each quarter. They will review the quarterly report (Form 3) prepared by the NGO. In addition, they will fill out the relevant part of the Contract Monitoring Checklist (Form 4) that relates to the quarter under review. This checklist is to ensure that those contract provisions which are not covered by the above three checklists are also regularly monitored.

8. Steps in the monitoring process

Monitoring Year One:

The monitoring of service delivery contracts will begin once the first quarter is coming to a close. The milestones (also called benchmarks or targets) for the first four quarters (year 1) are defined in Special Conditions of Contract that form a part of the contract document. Most of these milestones relate to project inception such as provision of staff and facilities required to deliver services effectively.

The steps in undertaking monitoring during year one will be as follows:

1. The NGO/Firm will record the progress against the benchmarks in each quarter on the Quarterly Report Form (Form 3).
2. At the end of each quarter, the PACP M&E staff/Provincial Coordinator will visit the office of the NGO/Firm to review and verify the performance recorded on service delivery checklist (Form 3) by the NGO in question. Any observations and descriptive analysis of the issues, concerns, constraints etc. will be recorded on the Contract Monitoring Checklist (Form 4) to be filled in by the PACP M&E staff/PC.
3. Once the service delivery process has been initiated and centres have been established, the NGO/Firm staff will begin filling out the Service Delivery Checklist (Form 2) during monitoring visits to Service Delivery Centre (SDC) once every month. These forms will be put on the MIS in the NGO office, as they are received, but not later than the first week of next month.
4. The PACP M&E staff and Provincial Coordinator will also make occasional visits to the service delivery centres. They will also record their observations on Form 3.
5. At the outreach/peer educator level, a register will be maintained to keep records of the contacts made during visits. The register will contain duplicate copies of Client Checklist (Form 1) to be filled out by the outreach workers/peer educator. This form is intended to assess the knowledge, attitude skills and behaviour of contacts. The forms are designed in a way that a carbon copy will remain attached to the register while the original will be removed for sending to NGO office. The outreach workers or peer educators will fill out Form 1 when registering a new contact and also during subsequent visits or interaction with clients. The original forms that have been filled will be forwarded to NGO Office as convenient. It can either be taken by the NGO staff during their visit to the SDC or delivered by the SDC staff during a visit to NGO office. The carbon copy of the form will remain on the register kept by the outreach worker/peer educator for her/his record.
6. The NGO staff will put the data on Form 1 and Form 2 on to computerized MIS as they are received, but not later than the first week of next month.
7. At the end of each quarter, the PACP M&E staff/ Provincial Coordinators will visit the main office of the NGO/Firm to review the progress against the agreed milestones. The progress will be recorded on the Contract Monitoring Checklist (Form 4) provided in the toolkit. The filled form will be sent to all partners. The filled checklist will also be shared with the NGO where it will be examined and any questions raised will be answered. The response from NGO will also be shared with PACP/NACP.

Monitoring Year 2 and after:

At the end of year one, NGO/Firm will prepare a work plan for year two. The work plan will contain benchmarks for various targets for each quarter and define the activities relating to benchmarks for each quarter. As already mentioned, these benchmarks will be arrived at after discussions between the partners – NGO/Firm, Client (PACP/ NACP) and Management Consultants. Monitoring indicators for the benchmarks and means of verification will also be mutually agreed upon by partners. The targets during year two onwards would relate to:

- a) The provision of HIV/AIDS prevention services to clients and,
- b) Increasing the knowledge, attitudes, skills, and behaviour of the clients for preventing HIV/AIDS.

Important Note:

It may be stressed here that the changes in terms of the qualitative interventions are not easy to measure and may not begin to manifest in the initial stages of monitoring. However, in order to ensure that the NGO/Firm does not lose sight of the importance of making progress towards these targets, some sort of process of measurement to monitor these qualitative indicators has to be put in place. Form 1 is intended to provide a simple, easy to use tool to record the qualitative changes and ultimately reflect the impact of different initiatives introduced by the NGO/Firm.

The steps in monitoring during year two will be as follows:

1. Each extension worker/peer educator will continue to fill out the Client Checklist (Form 1) during visits to all new clients.
2. They will also fill out the same Form 1 during subsequent interactions with each client. It is anticipated that each client will be visited once in each quarter, with a gap of about three months.
3. Each new client will be assigned a coded identification number for anonymity. Therefore, it will be possible to track the progress of each client on the four components, i.e., knowledge, attitude, skills and behaviour over a one-year period thru the Client Checklist (Form 1).
4. Each month, the NGO staff will monitor the performance of service delivery centres or facilities and record the performance on Service Delivery Checklist (Form 2).
5. Each quarter, the NGO will fill out Quarterly Report (Form 3) to record the performance on indicators already decided between partners in the work plan. The Quarterly Report (Form 3) will be consolidated by the NGO within ten days of the end of the quarter. The quarterly report will be sent to the NACP/PACP and a copy to the PC/management firm.
6. PC will send his observations on the quarterly report along with the Contract Monitoring Checklist (Form 4) to the Project Office in Islamabad within 7 days.
7. The Specialists in Project Office will review the quarterly reports and compile a report for PACP/NACP within 7 days.
8. Based on the quarterly report of each NGO and the Contract Monitoring Checklist report of the Provincial Coordinator, the Project Office will recommend (or otherwise) the payment to NGO in the report submitted to PACP/NACP.

ANNEXURES

Annex I: Population Group

- FSW (Female Sex Workers)
 - * Work sheets for NGO offices
 - * Work sheets for service delivery outlets
 - * Client check list

- IDU (Intravenous Drug Users)
 - * Work sheets for NGO offices
 - * Work sheets for service delivery outlets
 - * Client check list

- MSM (Men having sex with Men)
 - * Work sheets for NGO offices
 - * Work sheets for service delivery outlets
 - * Client check list

- JI (Jail Inmates)
 - * Work sheets for NGO offices
 - * Work sheets for service delivery outlets
 - * Client check list

Annex II: Specimen Payment Recommendation Certificate

Annex III: Background Information for monitoring

Annex-I

WORK SHEETS FOR
FEMALE SEX WORKERS,
INTRAVENOUS DRUG USERS,
MEN HAVING SEX WITH MEN
AND
JAIL INMATES

WORK SHEETS ARE TO BE USED AT THE BENEFICIARY LEVEL,
SERVICE DELIVERY LEVEL AND AT NGO LEVEL

Work sheet for FSWs

NGO OFFICE (FSW)¹

This sheet should be filled in every quarter by monitor and interpreted in light of previous sheets

Name of user _____ Date _____

Place of visit & Name of NGO _____ Designation _____

1. Meetings

Type of meeting (attended by)	Date of meeting	Issues discussed	Minutes available/ Actions taken
1.1 PACP/ NACP staff			
1.2 NGO staff			
1.3 Stakeholders ²			
1.4 Project staff			
1.5 Consultant			
1.6 Third Party Monitors			
1.7 Advocacy / Educational Meetings with Police & Others			

2. FINANCES

Item	Status	Remarks
2.1 accounting system maintained (Y/N)		
2.2 Amount received (for current quarter from PACP)		
2.3 Amount demanded from PACP (for next quarter)		
2.4 Vouchers & Supporting		
2.5 Annual audit report available		
2.6 Annual audit report sent to client within three months after completion of a fiscal year (July 1 to June 30)		
2.7 Income and expenditure statements developed and maintained		

3. PROCUREMENT & STORES

	Yes/ No	Remarks
3.1 Space available		
3.2 Storage conditions proper		
3.3 Stock register		
3.4 issue-receipt voucher		
3.5 Demand and distribution system available		
3.6 Procurement plan on target		
3.7 Insurance purchased as in contract – evidence of premium paid		
3.8 Department of Health (or WHO) standards and specifications observed in procurement		

¹ This work sheet is to be filled in at the NGO office level by the Officer who is compiling the report.

² Donors, Other NGOs / CBOs & Beneficiaries

4. Medicines, condoms, syringes and other logistics

Items	Available Yes/ No	Distributed Yes/ No	Remarks (item reasons of stock out and duration)
4.1 Medicines			
4.2 Condoms			
4.3 Syringes			
4.4 BCC Material			

5. Monitoring

Undertaken by	Number of days in the field	Tour reports available	Remarks (comment on the purpose and quality of visits after reviewing the tour report)
5.1 NGO project manager			
5.2 NGO Assistant Project Manager			
5.3 Others (specify)			
5.4 Monitoring of sex work in the project area			
5.5 Monitoring of the experience of female sex workers in accessing VCT services, and remedial action taken in improving VCT educational activities and testing facilities			
5.6 Monitoring of the local environmental factors which might affect the female sex workers ability to protect them from HIV infection, work with female sex workers and take action as needed			

6. Reporting requirements

	Remarks
6.1 Daily log of activities of peers educators and outreach workers maintained	
6.2 Quarterly progress reports contain following:	
6.2.1 Progress made against the agreed work plan	
6.2.2 Progress made in achieving the agreed quarterly process/output target(s)	
6.2.3 Challenges encountered and options used to resolved them	
6.2.4 Relations with stakeholders like MSM networks, their CBOs or unions/associations, local police and community leaders	

7. Trainings:

Trainings	Remarks
7.1 Number of trainings conducted in the last month	
7.2 Number of trainings conducted for peer educators	
7.3 Number of peer educators trained since the inception of project to undertake BCC activities ³	
7.4 Number of peer educators working in field currently	
7.5 Number of trainings conducted for outreach workers	
7.6 Number of outreach workers trained	
7.7 Number of outreach workers currently working in field	
7.8 Number of trainings conducted for STIs	
7.9 Number of staff trained for STI	
7.10 Current number of staff working in field trained on management of STIs	
7.11 Number of trainings of local service providers who are used frequently by the female sex workers in provision of services for sexually transmitted infections	
7.12 Number of VCT training provided to project staff	
7.13 Number of staff trained on VCT and working in field	
7.14 Number of advocacy and educational activities to promote understanding of local police officials and other public sector officers towards the importance of HIV	

³ Including education on sexual health and sexually transmitted infections in BCC strategies, materials and activities.

Work sheet for FSWs⁴ Service delivery outlet

Service Delivery Centers (Special Health Centers) to be used for two centers only

Name of user _____ Date _____

Place of visit & NGO _____ Designation _____

	FACILITY No. 1	FACILITY No. 2
Name of special Health Centre		
Date of visit		
Number of FSW's registered		
	Status/ remarks	Status/ remarks
1. Management		
1.1. Monthly meetings held regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2. Minutes of meeting available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3. Monthly reports prepared and available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Activities		
2.1. Is out reach worker properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2. Number of visits by outreach worker in last month?		
2.3. Total Number of FSW in that Area		
2.4. Number of FSWs registered		
2.4. Number of FSWs provided with card in last month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5. PHC medicines available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6. PHC services available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.7. Number of STIs treated in last month?	<input type="text"/>	<input type="text"/>
2.8. Number of STIs coming for follow up?	<input type="text"/>	<input type="text"/>
2.9. Number of STI referred to Specialists	<input type="text"/>	<input type="text"/>
2.10. Number of condoms distributed during last month	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.11. Number of patients during the last month		
2.12. VCT services available		

⁴ This work sheet is to be filled by the person monitoring the service delivery centre and submitted to NGO office every month.

3. Record keeping			
3.1. Monthly record of out patients kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2. Monthly record of outreach worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3. Monthly record of STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4. Monthly record of follow up cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Education			
4.1. Number of sessions with Peers	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.2. Education on STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3. Education on HIV prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4. Condom Education included in BCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Networking			
5.1. Number of networks developed in last month?	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.2. Number of doctors reached and awareness about HIV provided to them?	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.3. Number of hakims visited and awareness provided to them	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.4. Number of lady health workers integrated into programme?	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Training			
6.1. Are Outreach workers trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.2. Is STC Staff Trained in STI management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.3. Is the peer educator properly trained in condom use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.4. Is VCT Training Provided to Staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Peer educators			
7.1. Number of peer educators attached to centre	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.2. Are the peer educators trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.4. Number of education sessions carried by peer educators	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Referrals			
8.1. Records of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.2. Feedback of referrals available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Monitoring and supervision				
9.1. Is technical team visiting as per planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.2. Is technical team submitting their reports regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.3. Are these reports analyzed by technical advisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.4. Is action been taken on gaps identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Critical issues to be discussed in next meeting

Client Check List Female sex workers

Name of user _____ Date _____

Place of visit & name of NGO _____ Designation _____

REQUIRED INFORMATION

1. Knowledge	Comments
1.1. Do you know any two ways through which HIV infection is transmitted?	<input type="checkbox"/> SI <input type="checkbox"/> BT <input type="checkbox"/> MC <input type="checkbox"/> INST
1.2. Do you know any three ways to prevent transmission of HIV infection, including the condom use?	<input type="checkbox"/> C <input type="checkbox"/> SS <input type="checkbox"/> A
1.3. Do you know about the increased risk of transmission of HIV infection through sex with Injecting Drug Users?	
1.4. Do you know that the use of condom can prevent the occurrence of other sexually transmitted infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.5. Do you know about at least three sites for obtaining condoms?	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3
1.6. Do you know about the local clinic or private doctor that provides treatment for sexually transmitted infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.7. Do you know about the location of a centre for Voluntary Counseling and Testing Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Attitudes	Comments
2.1. Do you know that you may suffer with HIV infection?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.2. Do you know that you may suffer with HIV or other Sexually Transmitted Infections through sex with multiple sex partners?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.3. Do you insist the client to use condom while having sex?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.4. Do you know about any other women who use condoms with clients?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.5. Did you ever tried to see the doctor within seven days of appearance of symptoms of sexually transmitted infections?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.6. Do you avoid having sex with injecting drug users?	<input type="checkbox"/> Y <input type="checkbox"/> N
2.7. Did you ever get tested for HIV infection?	<input type="checkbox"/> Y <input type="checkbox"/> N

3. Skills:	Comments
3.1. <i>Do you know the way to use and properly dispose of the condom properly?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
3.2. <i>Do you know any two ways of convincing clients to use a condom?</i>	<input type="checkbox"/> W 1 <input type="checkbox"/> W 2 <input type="checkbox"/> W 3 <input type="checkbox"/> W 4
4. Behaviour	Comments
4.1. <i>Did you use a condom in your last commercial sex act?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
4.2. <i>Do you carry a condom when working? If yes do you have one with you now?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
4.3. <i>Have you sought treatment within 7 days of having noticed the symptoms of sexually transmitted infection?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
4.4. <i>Since how long you are involved in Commercial Sex?</i>	

Any other comments or observations made during the visit, which could not be reflected in quantitative report.

Work sheets for IDUs

NGO OFFICE (IDUs)

This sheet should be filled in every month

Name of user _____ Date _____

Place of visit & Name of NGO _____ Designation _____

2. Meetings

Type of meeting (attended by)	Date of meeting	Issues discussed	Minutes available/ Actions taken
2.1 PACP/ NACP staff			
2.2 NGO staff			
2.3 Stakeholders ⁵			
2.4 Project staff			
2.5 Consultant			
2.6 Third Party Monitors			
2.7 Advocacy / Educational Meetings with Police & Others			

3. FINANCES

Item	Status	Remarks
3.1 Cash book maintained (Y/N)		
3.2 Amount received (for current quarter from PACP)		
3.3 Amount demanded from PACP (for next quarter)		
3.4 Vouchers & Supporting		
3.5 Annual audit report available		
3.6 Annual audit report sent to client within three months after completion of a fiscal year (July 1 to June 30)		

4. PROCUREMENT & STORES

	Yes/ No	Remarks
4.1 Space available		
4.2 Storage conditions proper		
4.3 Stock register/ issue-receipt voucher/ bin card maintained		
4.4 Demand and distribution system available		
4.5 Procurement plan on target		
4.6 Material for social support services available		

5. Medicines, condoms, syringes and other logistics

⁵ Donors, Other NGOs / CBOs & Beneficiaries

Items	Available Yes/ No	Distributed Yes/ No	Remarks (item reasons of stock out and duration)
Medicines			
Condoms			
Syringes			
Social support material			

6. Monitoring

Undertaken by	Number of days in the field	Tour reports available	Remarks (comment on the purpose and quality of visits after reviewing the tour report)
6.1 NGO project manager			
6.2 NGO Assistant Project Manager			
6.3 Others (specify)			
6.4 Monitoring of IDUs in the project area			
6.5 Monitoring of the experience of IDUs in accessing VCT services, and remedial action taken in improving VCT educational activities and testing facilities			
6.6 Monitoring of the local environmental factors which might affect the IDUs ability to protect them from HIV infection, work with IDUs and take action as needed			

7. Reporting requirements

	Remarks
7.1 Daily log of activities of peers educators and outreach workers maintained	
7.2 Quarterly progress reports contain following:	
7.2.1 Progress made against the agreed work plan	
7.2.2 Progress made in achieving the agreed semi-annual process/output target(s)	
7.2.3 Challenges encountered and options used to resolved them	
7.2.4 Relations with stakeholders like MSM networks, their CBOs or unions/associations, local police and community leaders	

8. Trainings:

Trainings	Remarks
8.1 Number of trainings conducted in the last month	
8.2 number of trainings conducted for peer educators	

8.3 Number of peer educators trained since the inception of project to undertake BCC activities ⁶	
8.4 Number of peer educators working in field currently	
8.5 Number of trainings conducted for outreach workers	
8.6 Number of outreach workers trained	
8.7 Number of outreach workers currently working in field	
8.8 Number of trainings conducted for STIs	
8.9 Number of staff trained for STI	
8.10 Current number of staff working in field trained on management of STIs	
8.11 Number of trainings of local service providers who are used frequently by the IDUs in provision of services for sexually transmitted infections	
8.12 Number of VCT training provided to project staff	
8.13 Number of staff trained on VCT and working in field	
8.14 Number of advocacy and educational activities to promote understanding of local police officials and other public sector officers towards the importance of HIV	

⁶ Including education on sexual health and sexually transmitted infections in BCC strategies, materials and activities.

Work sheet to be filled at Drop In Centers (IDU)

Service Delivery Centers (Drop In Centers) to be used for two centers only

Name of user _____ Date _____

Place of visit & NGO _____ Designation _____

	FACILITY No. 1	FACILITY No. 2
Name of special Health Centre		
Date of visit		
Number of IDUs registered		
	Status/ remarks	Status/ remarks
1. Management		
1.1 Monthly meetings held regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 Minutes of meeting available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 Monthly reports prepared and available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Activities		
2.1 Is out reach worker properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Number of visits by outreach worker in last month?	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.3 Total Number of IDUs in that Area	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.4 Number of IDUs registered	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.5 PHC medicines available at DIC?		
2.6 PHC services available at DIC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.7 Number of STIs treated in last month?	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.8 Number of STIs coming for follow up?	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.9 Number of STI referred to Specialists	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.10 Number of social services provided during last month	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.11 Number of out patients during the last month	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
2.12 VCT services available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.13 Are detoxification & rehabilitation facilities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Record keeping				
3.1 Monthly record of out patients kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 Monthly record of outreach worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3 Monthly record of STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.4 Monthly record of follow up cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Education				
4.1 Number of sessions with Peers	<input type="text"/>		<input type="text"/>	
4.2 Education on STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3 Education on HIV prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4 Condom Education included in BCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Networking				
5.1 Number of networks developed in last month?	<input type="text"/>		<input type="text"/>	
5.2 Number of doctors reached and awareness about HIV provided to them?	<input type="text"/>		<input type="text"/>	
5.3 Number of advocacy and educational activities with police	<input type="text"/>		<input type="text"/>	
6. Training				
6.1 Are Outreach workers trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.2 Is STC Staff Trained in STI management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.3 Is the peer educator properly trained in condom use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.4 Is VCT Training Provided to Staff?				
7. Peer educators				
7.1 Number of peer educators attached to centre	<input type="text"/>		<input type="text"/>	
7.2 Are the peer educators trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.3 Number of education sessions carried by peer educators	<input type="text"/>		<input type="text"/>	

8. Referrals				
8.1 Records of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.2 Feedback of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Monitoring and supervision				
9.1 Is technical team visiting as per planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.2 Is technical team submitting their reports regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.3 Are these reports analyzed by technical advisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.4 Is action been taken on gaps identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Critical issues to be discussed in next meeting

Client Check List For IDUs

Name of user _____ Date _____

Place of visit & name of NGO _____ Designation _____

REQUIRED INFORMATION

2. Knowledge	Comments
1. Do you know any two ways through which HIV infection is transmitted?	<input type="checkbox"/> SI <input type="checkbox"/> BT <input type="checkbox"/> MC <input type="checkbox"/> INST
2. Do you know any three possible ways to prevent transmission of HIV infection?	<input type="checkbox"/> C <input type="checkbox"/> SS <input type="checkbox"/> CN
3. Do you know about of the increased risk of HIV infection through the sharing of injection equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you know about increased risk of HIV transmission via unprotected sexual intercourse with injecting Drug Users.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you know that the use of condom can prevent the occurrence of other sexually transmitted infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you know of at least two sites for obtaining condom?	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3
7. Do you know of at least two sites where sterile needles and syringes can be obtained?	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3
8. Do you know of a local clinic or private doctor that can provide treatment for sexually transmitted infections (STIs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you aware of the location of a centre for Voluntary Counselling and Testing services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attitudes	Comments
1. Do you know that you may suffer with HIV infection?	<input type="checkbox"/> Y <input type="checkbox"/> N
2. Do you know that you may suffer with HIV or other Sexually Transmitted Infections through sex with multiple sex partners?	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Did you ever get tested for HIV infection? If yes what is the status of your blood report?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> If Yes +ve or -ve
4. Do you believe that HIV prevention is something that you as a person can influence in others?	<input type="checkbox"/> Y <input type="checkbox"/> N
Skills:	Comments

1. <i>Are you aware of proper and safe injection practices? Do you carry them out?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
2. <i>Do you know how to handle an unclean syringe?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
3. <i>Are you aware of proper condom usage and disposal?</i>		
Behaviour	Comments	
1. <i>Was a sterile or new needle used during your last injection?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
2. <i>Have you shared any injection equipment with another person in the last week?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
3. <i>Do you carry a needle and syringe? If so, can you show them to me?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
4. <i>Was a condom used in your last ex act?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N

Any other comments or observations made during the visit, which could not be reflected in quantitative report.

Work sheet for MSMs

NGO OFFICE (MSM)

This sheet should be filled in every month

Name of user _____ Date _____

Place of visit & Name of NGO _____ Designation _____

1. Planning/ establishment

2. Meetings

Type of meeting (attended by)	Date of meeting	Issues discussed	Minutes available/ Actions taken
2.1 PACP/ NACP staff			
2.2 NGO staff			
2.3 Stakeholders ⁷			
2.4 Project staff			
2.5 Consultant			
2.6 Third Party Monitors			
2.7 Advocacy / Educational Meetings with Police & Others			

3. FINANCES

Item	Status	Remarks
3.1 Cash book maintained (Y/N)		
3.2 Amount received (for current quarter from PACP)		
3.3 Amount demanded from PACP (for next quarter)		
3.4 Vouchers & Supporting		
3.5 Annual audit report available		
3.6 Annual audit report sent to client within three months after completion of a fiscal year (July 1 to June 30)		

4. PROCUREMENT & STORES

	Yes/ No	Remarks
4.1 Space available		
4.2 Storage conditions proper		
4.3 Stock register/ issue-receipt voucher/ bin card maintained		
4.4 Demand and distribution system available		
4.5 Procurement plan on target		

⁷ Donors, Other NGOs / CBOs & Beneficiaries

5. Medicines, condoms, syringes and other logistics

Items	Available Yes/ No	Distributed Yes/ No	Remarks (item reasons of stock out and duration)
5.1 Medicines			
5.2 Condoms			
5.3 Syringes			
5.4 BCC Material			
5.5 Water based lubricants			

6. Monitoring

Undertaken by	Number of days in the field	Tour reports available	Remarks (comment on the purpose and quality of visits after reviewing the tour report)
6.1 NGO project manager			
6.2 NGO Assistant Project Manager			
6.3 Others (specify)			
6.4 Monitoring of sex work in the project area			
6.5 Monitoring of the quality of services for sexually transmitted infections used by the MSM networks in the project area particularly around anal problems, and support the improvement and maintenance of quality services			
6.6 Monitoring the experience of MSM in accessing VCT services, and take remedial action for improving VCT educational activities and testing facilities			

7. Reporting requirements

	Remarks
7.1 Daily log of activities of peers educators and outreach workers maintained	
7.2 Quarterly progress reports contain following:	
7.2.1 Progress made against the agreed work plan	
7.2.2 Progress made in achieving the agreed quarterly process/output target(s)	
7.2.3 Challenges encountered and options used to resolved them	
7.2.4 Relations with stakeholders like MSM networks, their CBOs or unions/associations, local police and community leaders	

8. Trainings:

Trainings	Remarks
8.1 Number of trainings conducted in the last month	

8.2 Number of trainings conducted for peer educators	
8.3 Number of peer educators trained since the inception of project to undertake BCC activities ⁸	
8.4 Number of peer educators working in field currently	
8.5 Number of trainings conducted for outreach workers	
8.6 Number of outreach workers trained	
8.7 Number of outreach workers currently working in field	
8.8 Number of trainings conducted for STIs	
8.9 Number of staff trained for STI	
8.10 Current number of staff working in field trained on management of STIs	
8.11 Number of trainings of local service providers who are used frequently by the MSMs in provision of services for sexually transmitted infections	
8.12 Number of VCT training provided to project staff	
8.13 Number of staff trained on VCT and working in field	
8.14 Number of advocacy and educational activities to promote understanding of local police officials and other public sector officers towards the importance of HIV	

- ⁸ Including lubricant and condom education in BCC strategies, materials and activities

Work sheet for MSM Service outlet (MSM)

Service Delivery Centers (Special Health Centers) to be used for two centers only

Name of user _____ Date _____

Place of visit & NGO _____ Designation _____

	FACILITY No. 1	FACILITY No. 2
Name of special Health Centre		
Date of visit		
Number of MSMs registered		
	Status/ remarks	Status/ remarks
1. Management		
1.1 Monthly meetings held regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 Minutes of meeting available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 Monthly reports prepared and available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Activities		
2.1 Is out reach worker properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Number of visits by outreach worker in last month?	<input type="text"/>	<input type="text"/>
2.3 Total Number of MSM in that Area	<input type="text"/>	<input type="text"/>
2.4 Number of MSM registered	<input type="text"/>	<input type="text"/>
2.5 PHC medicines available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
PHC services available at centre?	<input type="text"/>	<input type="text"/>
2.6 Number of STIs treated in last month?	<input type="text"/>	<input type="text"/>
2.7 Number of STIs coming for follow up?	<input type="text"/>	<input type="text"/>
2.8 Number of STI referred to Specialists	<input type="text"/>	<input type="text"/>
2.9 Number of condoms distributed during last month	<input type="text"/>	<input type="text"/>
2.10 Number of patients during the last month	<input type="text"/>	<input type="text"/>
2.11 VCT services available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Record keeping				
3.1 Monthly record of out patients kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 Monthly record of outreach worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3 Monthly record of STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.4 Monthly record of follow up cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Education				
4.1 Number of sessions with Peers	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
4.2 Education on STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3 Education on HIV prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4 Education on water based lubricants	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.5 Condom Education included in BCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Networking				
5.1 Number of networks developed in last month?	<input type="text"/>		<input type="text"/>	
5.2 Number of doctors reached and awareness about HIV provided to them?	<input type="text"/>		<input type="text"/>	
5.3 Number of hakims visited and awareness provided to them	<input type="text"/>		<input type="text"/>	
6. Training				
6.1 Are Outreach workers trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.2 Is STC Staff Trained in STI management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.3 Is the peer educator properly trained in condom use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.4 Is VCT Training Provided to Staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Peer educators				
7.1 Number of peer educators attached to centre	<input type="text"/>		<input type="text"/>	
7.2 Are the peer educators trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7.3 Number of education sessions carried by peer educators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Referrals				
8.1 Records of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.2 Feedback of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Monitoring and supervision				
9.1 Is technical team visiting as per planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.2 Is technical team submitting their reports regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.3 Are these reports analyzed by technical advisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.4 Is action been taken on gaps identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Critical issues to be discussed in next meeting

Client Check List Men having Sex with Men

Name of user _____ Date _____

Place of visit & name of NGO _____ Designation _____

REQUIRED INFORMATION

<i>Knowledge</i>	Comments
1. <i>Do you know any two ways through which HIV infection is transmitted?</i>	<input type="checkbox"/> SI <input type="checkbox"/> BT <input type="checkbox"/> MC <input type="checkbox"/> INST
2. <i>Do you know any three ways to prevent transmission of HIV infection, including the condom use?</i>	<input type="checkbox"/> C <input type="checkbox"/> SS <input type="checkbox"/> A
3. <i>Do you know about the increased risk of transmission of HIV infection through sex with Injecting Drug Users?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. <i>Do you know that the use of condom during anal sex can prevent the occurrence of other sexually transmitted infections?</i>	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3
5. <i>Do you know about at least three sites for obtaining condoms and water – based lubricants?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. <i>Do you about the local clinic or private doctor that provides treatment for sexually transmitted infections?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. <i>Do you know about the location of a centre for Voluntary Counseling and Testing Services?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Attitudes</i>	
1. <i>Do you know that you may suffer with HIV or other Sexually Transmitted Infections through sex with multiple sex partners?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
2. <i>Are you aware of the fact of getting infected of HIV or other Sexually Transmitted Infections while having sex with multiple sex partners</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
3. <i>Do you insist your client or partner to use condom while having sex?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
4. <i>Do you know about any other MSMs who use condoms with clients or partners?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N

5. <i>Did you ever tried to see the doctor within seven days of appearance of symptoms of sexually transmitted infections?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
6. <i>Do you avoid having sex with injecting drug users?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
7. <i>Did you ever get tested for HIV infection? If yes what is the status of your blood report?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
Skills:	Comments	
1. <i>Do you know the way to use and properly dispose of the condom properly?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
2. <i>Do you know any two ways of convincing clients or partner to use a condom?</i>	<input type="checkbox"/> W 1	<input type="checkbox"/> W 2
	<input type="checkbox"/> W 3	<input type="checkbox"/> W 4
Behaviour	Comments	
1. <i>Did you use a condom in your last commercial sex act?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
2. <i>Did your use water – based lubricant during your last anal sex act?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
3. <i>Do you carry condom and water - based lubricant when working? If yes produce one.</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
4. <i>Have you sought treatment within 7 days of having noticed the symptoms of sexually transmitted infection?</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N

Any other comments or observations made during the visit, which could not be reflected in quantitative report.

Work sheet for Jail Inmates

NGO OFFICE (Jail Inmates)

This sheet should be filled in every month

Name of user _____ Date _____

Place of visit & Name of NGO _____ Designation _____

Meetings

Type of meeting (attended by)	Date of meeting	Issues discussed	Minutes available/ Actions taken
PACP/ NACP staff			
NGO staff			
Stakeholders ⁹			
Project staff			
Consultant			
Third Party Monitors			
Advocacy / Educational Meetings with Police & Others			

FINANCES

Item	Status	Remarks
Cash book maintained (Y/N)		
Amount received (for current quarter from PACP)		
Amount demanded from PACP (for next quarter)		
Vouchers & Supporting		
Annual audit report available		
Annual audit report sent to client within three months after completion of a fiscal year (July 1 to June 30)		

PROCUREMENT & STORES

	Yes/ No	Remarks
Space available		
Storage conditions proper		
Stock register/ issue-receipt voucher/ bin card maintained		
Demand and distribution system available		
Procurement plan on target		

Medicines, condoms, syringes and other logistics

Items	Available Yes/ No	Distributed Yes/ No	Remarks (item reasons of stock out and duration)

⁹ Donors, Other NGOs / CBOs & Beneficiaries

Medicines			
Condoms			
Others			

Monitoring

Undertaken by	Number of days in the field	Tour reports available	Remarks (comment on the purpose and quality of visits after reviewing the tour report)
NGO project manager			
NGO Assistant Project Manager			
Others (specify)			
Monitoring of location of prisons in project area			
Monitoring of change in knowledge and behaviour of prisoners			
Monitoring of the experience of Jail Inmates in accessing VCT services, and remedial action taken in improving VCT educational activities and testing facilities			
Monitoring of the local environmental factors which might affect the Jail Inmates ability to protect them from HIV infection, work with Jail inmates and take action as needed			

Reporting requirements

	Remarks
7 Daily log of activities of peers educators and outreach workers maintained	
8 Quarterly progress reports contain following:	
<ul style="list-style-type: none"> Progress made against the agreed work plan 	
<ul style="list-style-type: none"> Progress made in achieving the agreed semi-annual process/output target(s) 	
<ul style="list-style-type: none"> Challenges encountered and options used to resolved them 	
<ul style="list-style-type: none"> Relations with stakeholders like MSM networks, their CBOs or unions/associations, local police and community leaders 	

Trainings:

Trainings	Remarks
Number of trainings conducted in the last month	
number of trainings conducted for peer educators	

Number of peer educators trained since the inception of project to undertake BCC activities ¹⁰	
Number of peer educators working in field currently	
number of trainings conducted for outreach workers	
number of outreach workers trained	
Number of outreach workers currently working in field	
Number of trainings conducted for STIs	
Number of staff trained for STI	
Current number of staff working in field trained on management of STIs	
Number of trainings of local service providers who are used frequently by the IDUs in provision of services for sexually transmitted infections	
Number of VCT training provided to project staff	
Number of staff trained on VCT and working in field	
Number of advocacy and educational activities to promote understanding of local police officials and other public sector officers towards the importance of HIV	

¹⁰ Including education on sexual health and sexually transmitted infections in BCC strategies, materials and activities.

Work sheet for Jail Inmates Service outlet (Jail inmates)

Service Delivery Centers to be used for two centers only

Name of user _____ Date _____

Place of visit & NGO _____ Designation _____

	FACILITY No. 1	FACILITY No. 2
Name of Service Delivery Centre		
Date of visit		
Number of prisoners catered		
	Status/ remarks	Status/ remarks
1. Management		
1.1 Monthly meetings held regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 Minutes of meeting available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 Monthly reports prepared and available at centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Activities		
2.1 Is peer educator properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2 Number of education sessions by peer educator in last month?	<input type="text"/>	<input type="text"/>
2.3 Total Number of prisoners in that Area	<input type="text"/>	<input type="text"/>
2.4 PHC medicines available at centre?	<input type="text"/>	<input type="text"/>
2.5 PHC services available at centre?	<input type="text"/>	<input type="text"/>
2.6 Number of STIs treated in last month?	<input type="text"/>	<input type="text"/>
2.7 Number of STIs coming for follow up?	<input type="text"/>	<input type="text"/>
2.8 Number of STI referred to Specialists	<input type="text"/>	<input type="text"/>
2.9 Number of condoms distributed during last month	<input type="text"/>	<input type="text"/>
2.10 Number of patients during the last month	<input type="text"/>	<input type="text"/>
2.11 Number of jail staff treated in last month.	<input type="text"/>	<input type="text"/>
2.12 VCT services available and strictly confidential	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Record keeping				
3.1 Monthly record of out patients kept?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 Monthly record of outreach worker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
3.3 Monthly record of STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
3.4 Monthly record of follow up cases	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
4. Education				
4.1 Number of sessions with Peers		<input type="checkbox"/> No		<input type="checkbox"/> No
4.2 Education on STIs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3 Education on HIV prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4 Condom Education included in BCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Networking				
5.1 Number of doctors reached and awareness about HIV provided to them?		<input type="checkbox"/> No		<input type="checkbox"/> No
6. Training				
6.1 Are Outreach workers/ peer educator trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.2 Is STC Staff Trained in STI management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.3 Is the peer educator properly trained in condom use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.4 Is VCT Training Provided to Staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Peer educators				
7.1 Number of peer educators attached to centre	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.2 Are the peer educators trained	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.3 Number of education sessions carried by peer educators	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Referrals				
8.1 Records of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
8.2 Feedback of referrals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

9. Monitoring and supervision

9.1 Is technical team visiting as per planned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
9.2 Is technical team submitting their reports regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
9.3 Are these reports analyzed by technical advisor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No
9.4 Is action been taken on gaps identified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

Critical issues to be discussed in next meeting

Client Check List Jail Inmates

Name of user _____ Date _____

Place of visit & name of NGO _____ Designation _____

REQUIRED INFORMATION

Knowledge	Comments
1. Do you know what are the ways that HIV infection can be transmitted? If so, how many (ways) are you aware of?	<input type="checkbox"/> SI <input type="checkbox"/> BT <input type="checkbox"/> MC <input type="checkbox"/> INST
2. Are you aware of three possible ways to prevent transmission of HIV infection?	<input type="checkbox"/> C <input type="checkbox"/> SS <input type="checkbox"/> A
3. Do you think that it is possible to get HIV/STIs via masturbation?	
4. Are you aware of the increased risk of HIV transmission via unprotected sexual intercourse with injected drug users (IDUs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you aware of the increased risk of HIV transmission via unprotected sexual intercourse with commercial sex workers (CSWs)?	<input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3
6. Are you aware of the increased risk of HIV transmission via unprotected anal sexual intercourse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you aware that condom usage can prevent the occurrence of other sexually transmitted infections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you aware that using clean needles & syringes can prevent the occurrence of other blood borne infections?	
9. Do you know of a local clinic or private doctor that can provide treatment for sexually transmitted infections (STIs)?	
10. Are you aware of the location of a centre for Voluntary Counseling and Testing services?	
Attitudes	Comments
1. Are you aware that it is possible for you to contract an HIV infection?	<input type="checkbox"/> Y <input type="checkbox"/> N
2. Are you aware of the risk of HIV and other STIs through sexual intercourse with multiple sex partners?	<input type="checkbox"/> Y <input type="checkbox"/> N
3. With sex partners, do you use a condom? If so, how often?	<input type="checkbox"/> Y <input type="checkbox"/> N
4. Do fellow jail inmates use condoms? if so, how many?	<input type="checkbox"/> Y <input type="checkbox"/> N

5. <i>Do you receive prompt treatment for STI symptoms? If so, how often? If not, why?</i>	
6. <i>Do you refrain from/take part in sexual intercourse with injected drug users?</i>	
7. <i>Do you refrain from/take part in penetrative sex acts</i>	
8. <i>Have you ever been tested for HIV? Would you get tested?</i>	
Skills:	Comments
1. <i>Do you know the correct usage and disposal of condoms? Can you give a demonstration?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
2. <i>Do you know how to clean syringes and needles? Can you give a demonstration?</i>	<input type="checkbox"/> W 1 <input type="checkbox"/> W 2 <input type="checkbox"/> W 3 <input type="checkbox"/> W 4
3. <i>Can you identify at least two STI symptoms/signs?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
Behaviour	Comments
1. <i>Was a condom used in your last ex act? When was the last sex act?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
2. <i>Have you sought treatment within 7 days of having noticed the symptoms of STI?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
3. <i>Have you been able to satisfy the most recent sexual urge through non-penetrative sexual means such as masturbation, rubbing of body parts, etc?</i>	<input type="checkbox"/> Y <input type="checkbox"/> N

Any other comments or observations made during the visit, which could not be reflected in quantitative report.

CONTRACT MONITORING CHECKLIST

(This Checklist will be filled out by the M&E staff/Provincial Coordinator during quarterly monitoring visit to NGO office)

	Response	Remarks
At the end of quarter one		
(i) Project staff is recruited		
(ii) Composition of staff is as per contract		
(iii) Infrastructure agreed in the contract document is in place		
(iv) Broad implementation plan for year one is ready		
At the end of quarter 2¹¹		
(i) Staff is trained in basic skills (basic concept of HIV/AIDS, sexual health, management of sexually transmitted infections using syndromic approach, counselling techniques, and provision of VCT services for HIV and other STIs)		
(ii) Inventory of law enforcement agencies and social organisations in the project area is complete		
(iii) Project orientation sessions are conducted with at least 1/3 rd of the law enforcement/social organisations		
At the end of quarter 3¹²		
(i) Project monitoring information system for the project area is developed		
(ii) Delivery of following services has been fully established		
(a) Curative primary healthcare services		
(b) Services for sexual health and sexually transmitted infections		
At the end of quarter 4¹³		
(i) Evidence of registration of at least ____ clients from within the project area i.e. who are willing to use the project services		
(ii) Delivery of BCC services has been fully established		
1. BCC implementation plan has been developed		
2. The BCC implementation plan includes reproductive health component.		
3. The BCC implementation plan includes substance abuse component.		
4. The BCC implementation plan includes Condom education.		
5. The BCC implementation plan / strategy has been reviewed and revised to reflect the changes in the mapping study, project experience and behavioural surveillance results.		
6. Material has been developed to implement the BCC Plan / strategy which include reproductive health, substance abuse, Condom education, education on sexual health, sexually transmitted infections and VCT.		
7. The main parameters of the BCC Plan are sustainable and realistic		
(iii) Delivery of VCT services has been fully established		
1. Education material is developed for voluntary counselling and testing (VCT) services.		
2. VCT material has been reviewed and agreed with respective Provincial AIDS Control Program.		
3. VCT services are established for effective and appropriate access to the clients		
(iv) The detailed plan of action for year two is developed and quarterly performance milestones and the corresponding payment instalments for year two have been agreed with PACP/NACP		
(v) Plan for Sexual Health & STI Education is available		
1. A detailed education and services plan for sexually transmitted infections has been developed for the project.		
2. The plan is based on the mapping study of clients.		
3. Does the plan sufficiently cover the provision of medicines		

¹¹ Acceptable to the client

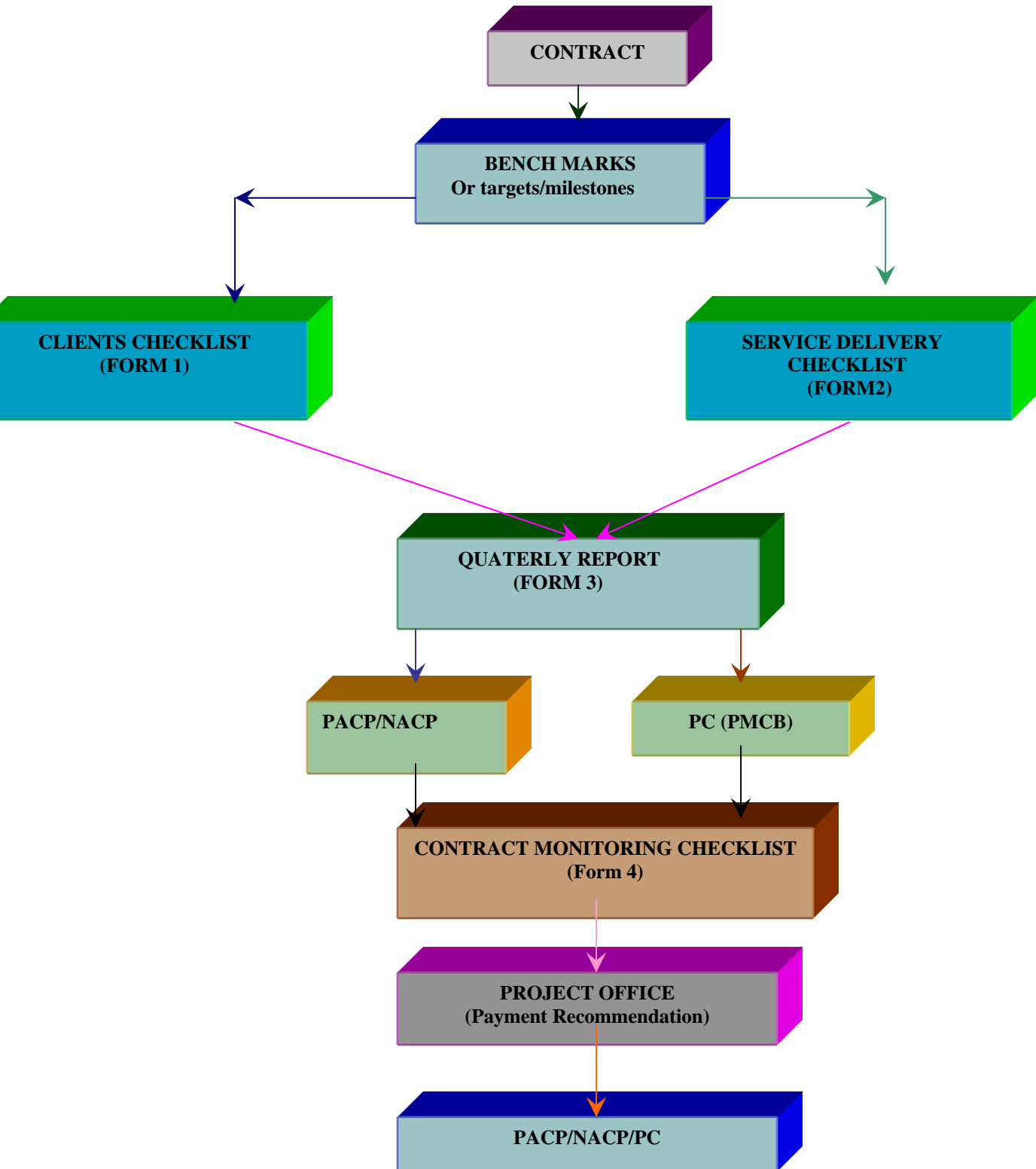
¹² Acceptable to the client

¹³ Acceptable to the client

4. Does the plan appropriately provide for the dissemination of information about the availability to the services?			
(vi) VCT Strategy available			
(vii)Referral System for Legal Services & Child Protection available			
(viii)Annual review and revision of mapping of clients in the project area available			
(ix) Empowerment activities for clients developed & available			
(x)Have empowerment activities (literacy or negotiating skills) been developed and implemented based on the information obtained from mapping studies			
(xi)Plan for Promoting Enabling Environment available			
1. Is there a mechanism to update the list of local service providers?			
2. Has a linkage been developed between reproductive health services and services for sexually transmitted infections and referrals to specialist services (e.g. gynaecology)			

Annex-II

PROCESS FLOW DIAGRAM OF MONITORING OF SERVICE DELIVERY



Specimen Payment Recommendation

Procurement, Management, and Capacity-Building Services Project

No.:
Date:

Recommendation for Payment

Name of the NGO/Firm:
Title of Contract:
Contract No.:

This certifies that we have reviewed the monthly and quarterly reports submitted by the above mentioned NGO/Firm backed up by supervision visits undertaken by our staff.

We find that the mentioned NGO/Firm _____ has achieved the targets set for the period ending _____, and are, therefore, entitled to be paid the next instalment.

Anjum Asim Shahid Rahman
Chartered Accountants

Cc: Program Manger, NACP

Annex-III

BACKGROUND INFORMATION FOR MONITORING
(Extracted from NACP - PIP):

Overall objective of the Project:

The overall goal of the Enhanced HIV/AIDS Control Program (EACP) is to: *“prevent HIV from becoming established in vulnerable populations and spreading to the general adult population, while avoiding stigmatization of the vulnerable populations”*.

Components of the EACP relevant to PMCB project:

The procurement, management and capacity building project (hereafter called as HIV/AIDS prevention project) contract does not cover the entire ambit of EACP. Out of the four components of the Enhanced AIDS Control Program, some elements of the two components (component 1 and component 4, *shaded for easy identification*) fall within the terms of reference of AASR project. Therefore, the quarterly report would only focus on the monitoring of these elements that relate to PMCB project, given in the following paragraphs. These extracts from PIP are being reproduced here to provide the context within which monitoring has to take place.

Component 1: Expansion of Interventions for Vulnerable Populations

This component of EACP aims to increase the prevalence of safe behaviours among vulnerable populations and improved availability of STI services. Vulnerable populations to be covered include female sex workers (FSWs), Hijras (transvestites), men who have sex with men (MSM), injecting drug users (IDUs), long distance truck drivers, jail inmates and coal miners. Implementation will be undertaken via two sub-components and the highlighted portion relates to AASR scope of work:

- a. NGO program for vulnerable populations
- b. Pilot testing of innovative approaches in order to learn best way of protecting other vulnerable population like for example street based sex workers, seamen, fishermen and others

Component 4: Capacity Building and Program Management

- a. This component would strengthen capacity of public and private sectors to effectively manage HIV/AIDS intervention activities. This component consists of the following sub-components: Strengthening Program Management at Federal and provincial level with a multi-sect oral focus
- b. Capacity development of NGOs working in the social sectors
- c. Establishment of Second generation HIV Surveillance and Operational research
- d. Strengthening the management & care for people living with HIV/AIDS (PLWHA)

Program Management Outputs to be measured (as in PIP):

The implementation of component 4 will lead to a strengthened capacity to effectively manage HIV/AIDS program in both public and private sector. The summary output comprises:

- Uniformity and ownership of the national policies
- Improved coordination and enhanced capacity between all stakeholder
- Increased coverage of the high-risk population groups with a suitable package of services
- Participation of primary beneficiaries including high-risk groups in program design and implementation
- An effective monitoring and evaluation of the program interventions
- Timely feedback to the partners and review/modification of the program interventions
- Availability of the properly trained manpower at right place

4.2 Program Logical Framework (in PIP)

Only the shaded portion fall within the terms of reference of AASR Project

Narrative Summary	Key Performance Indicators	Means of Verification	Critical Assumptions
<p>Goal To improve human development with specific reference improving the health status of the people of Pakistan.</p>	<ul style="list-style-type: none"> • Infant mortality rate • Malnutrition in children • Total Fertility Rate 	<ul style="list-style-type: none"> • Pakistan Integrated Household Survey • National Nutrition Survey 	<ul style="list-style-type: none"> • Other aspects of human development (e.g. increased access to education) are in place • Macro-economic stability is maintained and economic growth accelerates
<p>Objective To prevent HIV from becoming established in vulnerable populations and spreading to the general adult population, while avoiding stigmatization of the vulnerable populations.</p>	<ul style="list-style-type: none"> • Prevalence of HIV Infection remains below 5% in vulnerable populations (below 3% in Lahore) • STI Prevalence in vulnerable populations is reduced from baseline levels • HIV prevalence among pregnant women remains at or below baseline levels • Positive attitudes among the general population towards people living with HIV and vulnerable population as measured by responses to survey questions 	<ul style="list-style-type: none"> • National sero-prevalence surveillance system • National STI Survey • Occasional surveys among women attending antenatal clinics • Impact assessment of BCC campaign and similar follow-up surveys 	<ul style="list-style-type: none"> • Other factors that influence the health status of the population (including education, water and sanitation, status of women, other communicable disease control etc.) improve significantly • Decentralization to district level does not have negative impact on quality and access to preventive programs
<p>Output from each Component</p> <p>1. Increased prevalence of safe behaviours and improved availability of STIs services among vulnerable populations.</p> <p>2. Improved knowledge and practice of HIV preventive measures including use of high quality STI services, by general adult population</p>	<p>1.1 more than 60% of sex workers used condom with the last client</p> <p>1.2 % of IDUs who did not share needles in the last week</p> <p>1.3 increased % of sex workers with symptoms of STI who went for STI treatment during last one week</p> <p>1.4 80 % of clinics providing STI services to vulnerable populations score above minimum acceptable score</p> <p>2.1 increased % of men/women/youth can correctly identify major ways of preventing the transmission of HIV</p> <p>2.2 Increased % of men/women/youth who know condom can protect them from STI</p> <p>2.3 Increased % of men/women/youth who report use of new disposable syringe</p>	<ul style="list-style-type: none"> • National Behavioural Surveillance System • Third Party Annual Assessment • Impact assessment of Behaviour Change Campaign and follow up surveys 	<ul style="list-style-type: none"> • Current understanding of HIV epidemiology in low prevalence countries is correct • There are no repressive measures taken against vulnerable populations • The political commitment to HIV/AIDS control is sustained so that behaviour changes are maintained

<p>3. Reduced transmission of HIV/STI infections through blood transfusion</p> <p>4. Strengthened capacity to effectively manage HIV/AIDS programs in public and private sector.</p>	<p>when receiving the last injection</p> <p>2.4 Increased % of adults who are willing to work with an HIV positive person</p> <p>2.5 % of health facilities with appropriate drugs, records and skilled staff for STI management</p> <p>3.1 100% blood transfused in the public sector effectively screened for HIV and hepatitis B</p> <p>3.2 Quality Assurance system institutionalized in the public sector</p> <p>4.1 High quality and peer-reviewed annual national annual national serological and behavioural assessment report published on schedule</p> <p>4.2 Proportion of vulnerable population covered by contracted NGOs</p> <p>4.3 90% of NGOs paid on schedule as stipulated in contract</p> <p>4.4 90% of NGO programs supervised by Government during the last quarter.</p>	<ul style="list-style-type: none"> • Third Party Annual Assessment of sample health facilities • Blood Bank Information System • Annual Third Party Assessment • Copies of published reports furnished to stakeholders • Government and NGO records • Monitoring reports • National and Provincial Annual Program Reports • Quarterly Provincial Program Reports 	
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<p>Program sub-components/Activities</p> <p>I. Expansion of Interventions for Vulnerable Populations</p> <p>1.1 Recruit NGOs and other sectors to increase provision of an agreed package of services to: sex workers IDUs, men who sex with men, truck drivers and jail inmates.</p> <p>1.2 Pilot testing of innovative approaches</p> <p>II. Improved HIV Prevention for General Public</p> <p>2.1 Advocacy and BCC activities aimed at general population</p> <p>2.2 Targeted interventions for Youth, Police, Defence, Labour,</p> <p>2.3 Improved and expanded management of STI cases</p> <p>III. Prevention of HIV/STI transmission through blood transfusion</p> <p>3.1 Establish Provincial Transfusion Authorities</p> <p>3.2 Quality Assurance System</p> <p>3.3 Screening of blood for HIV & STIs</p> <p>IV. Capacity Building and Program Management</p> <p>4.1 Strengthening of Federal/Provincial /other sector program Units</p> <p>4.2 NGO capacity development</p> <p>4.3 Second Generation HIV</p>			<ul style="list-style-type: none"> • There are enough capable NGOs willing to bid on contracts • Government maintains its willingness to partner with NGOs • NGOs able to maintain good relations with vulnerable populations • There is no backlash from higher profile behaviour change communication activities • Effective legislation regarding blood safety is enacted and implemented. • Skilled staff are retained and unnecessary staff transfers avoided
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<p>Surveillance and Operational research</p> <p>4.4 Strengthening management & care for people living with HIV/AIDS</p>			
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Please note that the means of verification mentioned in the PIP will be supplemented by information collected through monitoring of service delivery by NGO staff itself as well as by the consultants.