



Strengthening the Capacity of National Volunteer Infrastructure for HIV and AIDS Response in Swaziland.

PROJECT ADDENDUM

July, 2012

NARRATIVE

This addendum outlines the reviewed approach that will be adopted to recruit national volunteers under the Programme *strengthening the capacity of national volunteer's infrastructure for HIV and AIDS response in Swaziland*. A total of ten national volunteers will be recruited and placed with implementing partners to assist with programme implementation and management. The prioritised positions are Finance Officers, Monitoring and Evaluation officers and a web designer. The Institute of Development Management (IDM) will be engaged to provide service management of the volunteer programme facilitate recruitment, placement and management of the volunteers including provision of mentorship to the various organisations. The Implementing partner of the project will be full responsible for the management and assessing performance of the volunteer.

PROJECT ADDENDUM

SIGNATURE PAGE

UNDP and UNV Practice Area: HIV and AIDS.

Project Title: **Strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland.**

Country: Swaziland.

UNDAF 2011-2015 Outcome(s): To contribute to reduced new HIV infections and improved quality of life of persons infected and affected by HIV by 2015

Expected CP Outcomes(s): HIV and AIDS response effectively managed at all levels

Expected Outputs(s):

- 1) Capacity of institutions and traditional structures to equip individuals with comprehensive knowledge and skills for positive social and behavior change improved

- 2) Planning and coordination of the multi-sectoral response to HIV and AIDS improved to include gender sensitive and human rights approaches

- 3) HIV and AIDS M&E systems strengthened

- 4) Strengthened national, regional and community capacities to mobilize and utilization of financial resources for HIV and AIDS interventions

Implementing Agency: National Emergency Response Council for HIV/AIDS (NERCHA)
Responsible Parties: NERCHA, UNDP, UNV

Programme Period: April 2011 – March 2013
Programme Component: HIV and AIDS
Project Title: Strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland.
Project ID:
Project Duration: 36 months (3 years) – Phase 1
Implementation Modality: National Implementation (NIM)

Total Funded Project Budget: (US) \$989,835.00

Allocated resources:

- UNDP
- UNV (SVF)
- UNV (2 FF UN volunteers)
- In kind contribution NERCHA

Agreed by National Emergency Response Council on HIV/AIDS (NERCHA):
Represented by the Director



Agreed by United Nations Volunteers (UNV):
Represented by the Executive Coordinator



Agreed by United Nations Development Programme (UNDP):
Represented by the Resident Representative



*This is subject to donor's interest and availability of Fully Funded for Swaziland. UNV will make every effort to secure funding for this.

1.0 Background:

Strengthening the capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland approved in July 2011 is a project designed to complement the efforts of the Swaziland Government response to the HIV pandemic. The approved project intends to streamline the management and coordination mechanism of Civil Society Organizations (CSOs) and other multi sectoral response to HIV/AIDS at all levels for effective HIV/AIDS response and service delivery in Swaziland; Contributing to the promotion and harnessing of volunteerism for effective development through improving coordination of those volunteer organizations and agencies that provide essential services in the national campaign against the spread of HIV and AIDS; Strengthen the capacities of civil society actors (particularly in the areas of organizational development, financial management systems and monitoring and evaluation mechanisms) so that these actors become a more active and strategic partners to the government in delivering key services to those infected and affected by HIV. Furthermore the project aims at strengthening the capacity of various multi sectoral HIV/AIDS response coordinating bodies and implementing agencies at national, regional and chiefdom (community) levels to improve service delivery through increased transparency, probity and accountability.

1.1 The project has prioritized four outputs namely;

- Management and coordination systems and structures of CSOs in Swaziland are enhanced for improved response to HIV/AIDS at all levels (national, regional and local) in line with the National Strategic Framework on HIV and AIDS and the Decentralization Policy.
- The environment for community based volunteering for fighting HIV/AIDS in Swaziland is strengthened.
- Partnerships, cooperation and collaboration in fighting HIV/AIDS pandemic in Swaziland is enhanced.
- The capacity of national volunteer infrastructure for HIV and AIDS response in Swaziland strengthened.

To accomplish the above outputs the project envisaged the use of various strategies aimed at strengthening of national capacities to respond to the national response and these include the following.

- Overarching strategies and guiding principles: Integration and institutionalization of volunteering for development and Rights-Based Approach to Development (RBAD);
- Capacity development strategy: Training-of-Trainers (TOT); Sensitization Workshops and Seminars Strategy; Skills Transfer through Mentoring, On-the-job Training and Knowledge;
- Communication Strategy: Advocacy and Mobilization Strategy;
- Partnerships, Networking and Synergy: National ownership and leadership: Delivering as one;
- Resource Mobilization strategy

International and national volunteers were proposed to support the implementation and achievements of the above outputs based on UNVs comparative advantage and knowledge to bring about transformational change through volunteerism. The project expected to recruit and place six volunteers of which two are international volunteers and four national volunteers. The two international volunteers were to be recruited by UNV Bonn, the positions being organizational development, monitoring and evaluation specialists. The positions for the national volunteers consist of monitoring and evaluation officer; organizational development; finance office and grants management officer. The national volunteers would be responsible for supporting organizational development activities for the assigned CSOs / NGOs and sectors under NERCHA. Management of the Volunteers was placed under the Technical Support coordinator based at NERCHA.

1.2 UN Volunteer Programme:

The volunteer project originated from numerous capacity assessments of civil society organizations by different stakeholders including UNDP, CANGO and the technical support assessment in 2009. The reports highlighted the need for human and financial resources amongst civil society organizations to contribute towards the scaling up of national efforts towards universal access to HIV/AIDS prevention, care and treatment through enhanced implementation of the National AIDS Response including Global Fund Grants. The Volunteer Programme also complements the technical support plan a tool to co-ordinate and focus joint efforts on priority bottlenecks to help achieve the goals set out in Swaziland's National HIV and AIDS Strategic Framework. Its aim is to set out a clear, prioritized framework for technical support that will help to avoid duplication and help to reduce ineffective, supply-driven technical support. Above all, it is intended to support a culture of providing user-friendly, demand driven technical support to all levels to improve programme performance. The Swaziland Technical Support Plan 2010-2014 also recognize the lack of sustainable mechanism to coordinate technical support in the country. The UN volunteer project envisaged that volunteerism could be one of the practical means to mitigate and fight HIV and AIDS

through community engagement and participation. The objectives of the project: To build the capacity and provide technical support, training and mentoring skills in strengthening and enhancing the coordination, management and operations of the Civil Society Organizations and other multi sectoral response to HIV/AIDS at all levels in line with the National HIV/AIDS Strategic Framework and Decentralization Policy; To advocate and lobby for the creation of an enabling Policy environment for volunteerism in fighting against HIV and AIDS in Swaziland; and To promote and enhance interagency partnerships, cooperation and collaboration in fighting HIV/AIDS pandemic in Swaziland. This would be achieved through the engagement of 6 volunteer (two international and 4 national volunteers)

1.3 Volunteer Program Progress:

In June 2011 UNDP in collaboration with NERCHA endorsed the project for implementation. The project housed in NERCHA supported by UNDP procured equipment for the project and set out to recruit the volunteers. Two hundred and twelve applications were received for three national positions in two consecutive recruitment processes which were held in March and August 2011 respectively. The output of the recruitment process revealed that the national volunteer concept attracts candidates that had no experience and did not have the required expertise and skills for mentorship and strengthening capacity of the NGO sector to effectively respond to the HIV epidemic and those who met these requirements wanted higher packages than the project would offer. The international volunteers' placement was also delayed due to the unavailability of the required skills and experience but two volunteers have since been identified to start work in October, 2012. The consultations with the relevant stakeholders have been carried out on the new direction for the project. The capacity building workshop with the beneficiaries recommended that given the current financial crisis in the country NGOs were on the verge of closing down and laying off staff due to unavailability of salaries. This addendum a new approach to meet the needs of the NGOs.

2.0 Justification for the new approach:

In absence of experienced qualified personnel and appropriate remuneration package the national volunteer concept will be reviewed and substituted with fresh graduates to provide human capacity and also develop the required skills in the different fields for NGOs. The approach was recommended by the beneficiaries to facilitate the strengthening of NGOs capacity to implement the response.

2.1 Proposed Approach of Fresh Graduates as National Volunteers

The proposed approach will recruit fresh graduates in various areas of specialty rather than the experienced professionals for the different required skills. NERCHA will partner with Institute of Development Management (IDM) and Bristol Myers Squibb Foundation to institutionalize capacity development of these fresh graduates. IDM will through a transparent manner recruit and place the fresh graduates volunteer with the NGOs for the required skills. Thereafter, IDM will offer and train a number of modules for the fresh graduates as appropriate skills sets to familiarize them on their respective assignments. The modules consist of General Management; Project Management; Financial management (including Finance for Non Finance); Leadership; Governance; Resource Mobilization; Monitoring and Evaluation and Mentoring etc. These modules are in line with the capacity building priorities outlined in the UNV project "Strengthening the capacity of national volunteer infrastructure for HIV and AIDS Response in Swaziland". The graduates will be placed within the NGOs for a period of 12 – 24 months to support with effective implementation of the national response including Global Fund Round 7. The fresh graduates recruited will therefore be degree holders with a passion for development. They will be recruited on the premise that they want to contribute to society as well as gain the relevant experience.

A total of twenty fresh graduates will be recruited, ten (10) under the UNDP/ UNV Bonn project and the other ten will supported by UNAIDS under the technical support plan/project (EU project). The areas of priority are finance management; monitoring and evaluation; IT website development and management; procurement officers and project management. Volunteers will be encouraged to commit for at least 12 Months. IDM will provide service management of the volunteers including monitoring of the volunteers at placement. For efficient management of the volunteers a Memorandum of understanding will be signed between NERCHA, UNDP, UNAIDS and IDM.

2.2 Roles and responsibilities of the Partnerships:

2.2.1 NERCHA

- Provide overall project implementation and management
- Monitor project implementation and assurance that IDM commits to deliver the agreed numbers of volunteers at a given time.
- Facilitate training and mentor of fresh graduates and orientation on the Global fund and other capacity needs.
- Ensure that the international volunteers are working closely with the fresh graduates

2.2.2 INSTITUTE OF DEVELOPMENT MANAGEMENT (IDM):

- Facilitate new graduates' recruitment attachment, internship and learnership programme with CSOs for application of learning.
- Strengthen capacities of CSOs by attaching students graduates to facilitate application of learning
- Promote the spirit of voluntarism amongst graduates with a view of permanent employment
- Align the training modules/materials with national and Global fund materials
- Train national volunteers on the various modules as per required skill sets.
- Manage national volunteer service contract.
- Mentor the graduates to deliver on their agreed TORs
- Report to NERCHA on quarterly/monthly on the program progress as per agreement
- Financial Reporting to UN on a quarterly basis

2.2.3 UNDP & UNAIDS

- Provide technical assistance to support effective implementation of the project.
- Facilitate project financial management on behalf of the funders and provide financial resource when needed
- Facilitate the project report writing.
- Submit monthly / quarterly reports as required

2.2.4 Non Government Organizations

- Develop terms of reference for the fresh graduates
- Participate in the recruitment of the fresh graduates
- Manage and support the fresh graduates as part of staff
- Provide orientation to the fresh graduates.
- Report to NERCHA on the volunteers

2.3 Alignment of new approach with the International Volunteers

In October, 2012 when the International United Nation volunteers (IUNV) arrive in the country their collaboration with fresh graduates will be as follows:

- IUNV contracts will be managed by UNDP Swaziland
- Will be oriented by IDM to acquaint themselves with their respective assignments

- Work closely with IDM to support the fresh graduates undertake their respective tasks.
- Liaise with the NGO directors to identify capacity needs and inform NERCHA in a timely manner
- Attend CANGO meetings.

3.0 Financial Implications:

The UNDP / UNV Bonn project has a total budget of US\$134,000.00 allocated for the National Volunteers over three years, at US\$ 44,800.00 per year. The UNDP and UNV Bonn budget will facilitate the placement of 10 National Volunteers with an allowance of E2500.00 per month per volunteer. It should be noted that the E2500.00 is lower than the stipulated allowance provided for by UNV, the rate was proposed and approved by the national CSOs so as to maximize on the number of national volunteers that could be recruited to support with the Global Fund Round 7 implementation. The total budget required to implement the National Volunteer Programme is \$ **48 883.70 per year.**

Note: There will be no budget adjustments required.

National Volunteer - Specific UNV Budget Breakdown.

Activity	Items	Quantity	Unit Cost E	Total E	\$ US\$1 – 7.5
Volunteer Recruitment advert	2 Adverts		4500.00	9000.00	1200.00
Training and orientation of Volunteers; Global Fund and NGO sector	Tuition Fees	10 Volunteers	388.00	3888.00	518.40
	Meals x 2 days	10 Volunteers	157.00	3140.00	418.66
	Accommodation/ Travel	10 Volunteers	300.00	3000.00	400.00
Communication	Telephone/ Fax/email/cell	12 Months	100.00	1200.00	160.00
Stipend and Management	Volunteer Allowance X12 months	10 Volunteers	2500.00	300000.00	40 000.00
	Preparation of stipends	1hr x12 months	150.00	1800.00	240.00
	Stipend disbursement 12months	10 Volunteer x 12months	30.00	3600.00	480.00
Supervision and Mentorship	Management fee- 10 Vols x 12 months x 2hrs	240hrs	150.00	36000.00	4800.00
Transport	10 Volunteers		500	5000.00	666.00
Total Costs				366628.00	48, 883.7

Additional Cost: The other running cost of the project will still stand as outlined in the origin project document.