

Technical Support Unit  
(Hindustan Latex Family Planning Promotion Trust))  
Of  
MP & CG State AIDS Control Society

Status Report  
HLFPPT TSU – MP & CG  
1<sup>st</sup> November 2007 to 31<sup>st</sup>  
March 2008

The Technical Support Unit (TSU) of MP & CG SACS became operational with effect from 1<sup>st</sup> November 2007 at Bhopal and Raipur respectively. The TSU MP is now functional from MPSACS premises and Satellite office at Chhatisgargh (CG) is running from a rented house near to CGSACS. The following staff has joined in TSU MP&CG based at Bhopal and Raipur respectively.

TSU-MP

- 1) Dr Kishor Patnaik: TL-TSU, TI
- 2) Mrs Shilpi Agnani: TL- Leveraging Public Private Partnership
- 3) Dr Apurva Sahu: TL- Strategic Planning and Management
- 4) Dr Parsuram Tiwari: TL- Mainstreaming
- 5) Mrs Rashmi Saraswat: TL- Training
- 6) Mr Ved Prakash Shukla: Training Specialist
- 7) Sheeba Rehman: Project Officer
- 8) New Project Officer will be recruited
- 9) Mr George Kutty: Finance/ Admin Officer
- 10) Sr. Medical Officer-(Vacant)
- 11) Ratan Singh Lodhi: Office Assistant

TSU Satellite office- CG

- 1) Mrs Sanjeevini Panigrahi: Senior Program Officer
- 2) Mr Ajay Kumar Singh: Project Officer
- 3) Ms. Noor –e- Tabasum Meer : Project Officer
- 4) Mr. Nitin Sagar: Accounts Office
- 5) Office Assistant (vacant)

## Progress of TSU MP:

- Recruitment of remaining TSU Staff:  
The recruitment process of TSU MP /CG staff was accomplished in the month of Nov 2007. Applications were invited for the post of Project Officers, Sr. Medical Officers and Account officer through advertisement on DevnetjobsIndia website. Over 400 applications were received. After due processing, short listed candidates were called for written test and interview, conducted on 14<sup>th</sup> and 15<sup>th</sup> Nov 2008 at TSU office Bhopal. The results were declared after approval from HLPPT head office within a week. At present recruitment process for all positions has been completed except Sr. Medical officer and one PO post is lying vacant.
- Reviewed available State PIP ( MP &CG) and TSU action plan till March 2008 completed.  
The project implementation plan (PIP) of MPSACS and CGSACS was reviewed by the TSU staff in the month of Nov 2007. This exercise was imperative to understand the projected targets and current status of HIV control activities in both the states. The PIP as well as NACO guidelines for various components serve as the basic documents for program and strategic planning in the state.
- Coordination and Facilitated group work on finalization of Action Plan of TI partners derived from state PIP under NACP-3 at State level consultancy workshop on HIV AIDS – MPSACS.  
A state level consultancy workshop on HIV AIDS was organized by UNICEF and UNAIDS with MPSACS at Administrative academy campus on 27<sup>th</sup> and 28<sup>th</sup> Nov 2007. This workshop was an excellent amalgamates of various stakeholders like donor agencies, Media personals, MPSACS, TSU, NGO and TI partners and experts. Various issues were discussed during the 2 days workshop that included an overview of HIV epidemic in the state of MP, Vulnerabilities of Children and youth for HIV infection, Role of media in HIV control, Role of PRIs in HIV control, NGO partners and their role and responsibilities.  
The TSU was assigned the task of facilitating a group work session for NGO partners addressing Finalization of Annual Action Plan of TI partners derived from state under NACP 3. Around 25 participants were divided into 3 groups of avg. 8 members each. Three action plans were prepared under the guidance of TSU for FSW, MSM and IDU TI projects. The plans were presented, is discussed with the TI partners and points of

discussions and recommendations were noted to be incorporated in the future planning of TI intervention by TSU and MPSACS.

- Prepared and submitted the MPSACS status and achievement report (2007-2008) to PD of MPSACS.

It was realized that for effective planning and program implementation a Status Update of MPSACS was essential for TSU. This was accomplished in the month of December after in-depth data analysis and review of the MPSACS reports. A status report was drafted updating the physical and financial achievements of MPSACS till Sep 2007 based on the figures available. This included detailed analysis of every component of HIV control activities under NACP 3. The report was submitted by TSU to PD MPSACS.

- Taken up the responsibility of entering and checking of CVs for various positions at MPSACS and submitted the final list to MPSACS

TSU was delegated the responsibility of data entry and checking of CVs for various positions at MPSACS. Around 760 CV entries were assigned to TSU by MPSACS. For this task, data entry operators were hired by TSU and entries were made in a prescribed format during the month of ..... The completed entries were checked individually by all the TSU staff members and final entry list was submitted to PD MASCS in.....

- Annual action Plan (deliverable of TSU) submitted to PD-MPSACS.

Annual Action Plan is one of the main deliverables of TSU to MPSACS by 31<sup>st</sup> Dec every year. The AAP 2008-09 of MPSACS was prepared by TSU in coordination with the MPSCAS officials in the month of Dec 2007. Data analysis was done for various components to assess the achievement levels and budget utilization of 2007-08. The physical targets for 2008-09 were derived in consultation with the SCAS official after due assessment of the HIV scenario in MP and need for scale up in the coming year. The AAP was submitted to PD MPSACS on 31<sup>st</sup> Dec 2007 by TSU.

- Prepared draft training plan of action of MPSACS for the year 2008-2009

- In concurrence with the AAP 2008-09 the Annual Training Plan for 08-09 by prepared by TSU, based on the estimation of physical targets for 08-09. This was a detailed training plan containing training under various components for multitude of staff and partners. Timeline, budget, resource person and man days of training were presented in detail. The plan was submitted to PD MPSACS on 31<sup>st</sup> Dec 2007 by TSU. Along with this TSU prepared a detailed training calendar for MPSACS for the period

Jan-March 2008. This was to ensure effective training sessions in the last quarter of yr07-08. Draft Training module for PEs on outreach planning was completed by TSU as a part of module preparation for trainings of TI partners in MP.

- Initiated Communication with all TI partners and collected CMIS reports from July07 to Dec 07. Prepared Excel database for consolidation of all the reports.

It was noted by TSU that there was no regular means of communication with the TI partners in MPSACS. The CMIS reports of TI partners were also not updated; hence it was difficult to assess the level of program implementation in the field. To initiate regular communication, TSU established an email id with Google group for all TI partners. This has turned out to be very effective and fast and reporting by all TI partners is now streamlined through this Google group email id. This has also served as a good means of cross communication and has also enabled TSU to provide feedback to various partners effectively. During the month of Jan 08 TSU was able to collect CMIS reports form JULY 2007 to December 2007 from all the TI partners electronically. These CMIS reports were entered into the NACO monitoring format and a comprehensive database of CMIS reports for 29 TI partners is now available with TSU.

- Indicators of TI performance prepared from April 07 to Dec. 07 and sent to MPSACS.

Based on th

- Prepared the advertisement for selection of counselors & lab technicians for ICTCs in MP.
- Followed up with NGOs for collection of STI status formats.
- Submission of Annual budget of TSU M.P to HLPPT
- Prepared and submitted the lists and CVs of external evaluators to MPSACS.
- Prepared the concept note and schedule of training for ORWs
- Prepared and submitted MP TSU annual work plan from Nov 07 to Oct 08.

- TSU officials (TL PPP and Finance officer ) attended TI evaluation training for evaluators at Mumbai on 29th Jan 2008 and submitted report to MPSACS
- Prepared annual training plan for inclusion in TSU action/activity plan submitted to UNICEF.
- Monitoring visit to all 29 TIs completed for releasing next installment.
- TLs attended the orientation programme organized by NACO at Bangalore, Hyderabad, Mumbai and Delhi.
- Orientation of TIs on external evaluation process
- Orientation to External evaluators on process of evaluation
- Till this time 26 TIs have been evaluated
- Carried out the advertisement process for recruitment of Lab technicians and Councilors in all ICTCs in MP

#### TSU Satellite office at CG

- Prepared RED RIBBON EXPRESS Action Plan & World AIDS Programme Plan for SACS, Chhattisgarh and also monitored RRE programme during its stay at two stations in CG
- Prepared and submitted report of RRE to NACO.
- TSU -CG action Plan completed and submitted to PD, CG-SACS
- Annual action Plan 2008-09 of CGSACS (deliverable of TSU) updated.
- Mobile ICTC Proposal of CGSCAS submitted to PD for review and incorporation of suggestions.
- Rapid appraisal format, Blood Bank Assessment Formats submitted to CGSACS
- Review and SWOT prepared for all running 16 TI Project proposals by Chhattisgarh TSU officers.

- TSU Chhattisgarh submitted the TSU Action Plan from Nov'07 – Oct'08
- Requisition for issuing Annual reports of at least 08 TIs submitted to PD, CGSACS.
- Provided Support in the State level ICTC Counselors Training held in CGSACS.
- Prepared and sent checklist to TI partners to get complete information of TIs.
- Orientation on external evaluation provided to all TIs of CG

## Plan for the next 3 months: (April-June 08)

Specific Plan:

### Targeted Interventions:

- Empanelment of New TIs:
  - Release of advertisement by March End
  - Last date of applications 20<sup>th</sup> April
  - Empanelment of new TIs by 30<sup>th</sup> May 2008
  - Ask for proposals by June
  - Base line survey by August– contracting NGOs by July 08
- Contract renewal of existing partners
- Budget Release to all eligible TIs
- Quarterly review meeting of TIs

### Capacity Building:

- Identification of consultants, agencies and institutions for capacity building
- Preparation of training material/kits /modules /translations/ adaptation as per MPSACS requirement
- Capacity building of Non TIs
- Identification and training of 2<sup>nd</sup> line trainers
- Refresher training for Project Directors and Project Coordinators of TI implementing NGOs on TI Management, operational guidelines, community mobilization, peer educators, out reach planning and service linkages

### Leveraging Public Private Partnership:

- Identification of potential partners in private sector
- Rapport and capacity building of identified private partners
- Advocacy workshops with potential partners
- STI management
- Capacity building of private health care providers on syndromic management of STIs

### Mainstreaming/Local Partnership/Advocacy

- Identification of Ministries/Department and baseline data collection for mainstreaming partners ( As per NACP-III & Terms of Reference with TSU )

- Advocacy for potential partners to integrate activities
- Orientation and capacity building of identified departments.

### Program and Strategic Planning

- Facilitating Annual Action Plan of MP&CG SACS as well as TSU-MP&CG for 2008-2009
- Updating NGO reports, HMIS, CMIS and status of TI and other program components
- Capacity building of NGO partners on documentation and reporting. Introduction of new CMIS
- Establishing knowledge bank and its continuous use
- Documentation & Experience Sharing
- Internal meeting to share key findings of monthly report of partner NGOs.