

## QUARTERLY TECHNICAL REPORT FORM

Grantee	Grant No.
Kivulini Women's Rights Organization	RFE 1629 CL 3
<b>Title of Grant:</b>	
<b>A Celebration of Freedom &amp; Liberation: Breaking the Silence and the Stigmas Surrounding HIV/AIDS &amp; Empowering the Community to take Action</b>	
Duration of Grant: 12 Months	<b>Reporting Period:</b>
Start Date: 9/1/2005	<b>From:</b> 9/1/2005 <b>To:</b> 11/30/2005
End Date: 8/31/2006	
Contact Person:	<b>Phone number:</b> 028 2500961 and 0744-367484
Name: Ms. Maimuna Kanyamala Title: Executive Director	<b>E-Mail:</b> admin@kivulini.org

## Progress against objectives during this period

Objective	Activities completed	Quantified Outputs
To increase awareness on the link between HIV/AIDS and gender based violence and to challenge current attitudes surrounding sexual practices to ensure reduction in the transmission of HIV.	<i>Activity 1</i> Develop 4 different advocacy materials and project communication materials	<ul style="list-style-type: none"> <li>12 Kivulini staff and other stakeholders (25% female), were trained to develop advocacy materials. 43.6% of participants were other stakeholders.</li> <li>4 materials developed were flyers, posters, t-shirts and 1 radio spot.</li> </ul>
	<i>Activity 2</i> Printing of advocacy materials and production of 1 radio spot	4 types of advocacy materials were printed and produced showing the link between HIV/AIDS and GBV: <ul style="list-style-type: none"> <li>10,000 flyers developed and printed</li> <li>5,000 posters developed and printed</li> <li>2,000 t-shirts designed and printed</li> <li>1 radio spot produced</li> </ul>
	<i>Activity 3</i> Dissemination of IEC materials and airing of radio spot	Flyers and posters distributed as follows: <ul style="list-style-type: none"> <li>200 of each flyers and posters distributed during the 16 Days of Activism event.</li> <li>20 copies each of flyers and posters to Women Savings &amp; Credit Association of Nshamba in Bukoba.</li> <li>14 flyers and 12 posters to Pentecostal Church of Mwanza</li> </ul>

		<ul style="list-style-type: none"> <li>• 30 copies each of flyers and posters to African Regional Workshop on HIV/AIDS Prevention in Kampala, Uganda</li> <li>• 20 copies each of flyers &amp; posters to Workshop held in Dar es Salaam between UNFPA and Ministry of Health.</li> <li>• 5 copies of fliers and posters each to UNICEF, Dar es Salaam.</li> <li>• 50 copies of each flyers &amp; posters to SHIDEFA + networking meeting in Mwanza</li> <li>• 5 copies each of flyers &amp; posters to VCT centre in Mwanza</li> <li>• 30 copies of each flyer &amp; poster to Mwanza City Council meeting on HIV/AIDS.</li> <li>• 2 copies to HakiElimu.</li> </ul>
	<i>Activity 6</i> Support community based theatre, ngoma and student debate groups	6 ngoma/theatre groups awarded grant money (deposited in their bank accounts) to support their performances at the festivals.
	<i>Activity 7</i> Build and strengthen the capacity of Kivulini staff and community volunteers to integrate HIV/AIDS into existing programs and provide effective services to the community	Two workshops were held involving 66 participants (out of which 56.1% were female). 75.8% of participants were community volunteers, 22.7% were Kivulini staff and 1.5% was a medical doctor.
	<i>Activity 8</i> Establish linkages with other HIV/AIDS prevention care and treatment services (i.e. VCT, PMTCT, STIs) – Joint workshops and site visits.	1 workshop conducted for 30 participants out of which 80% were female. 77.1% of participants were partners from the health sector, 3.3% from Social Welfare, 6.3% from NGOs and 13.3% from Kivulini.  7 site visits were made to Kivulini Legal Aid Clinic, Makongoro VCT, Makongoro PMTCT, Shaloom House Care, Seko-Toure Care and Treatment Centre, Nyakato AIDS Outreach and Mwanza AIDS Group.
	<i>Activity 9</i> Conduct training and sensitization meetings for 200 religious leaders, journalists and community leaders.	2 workshops were held to train 51 participants out of which 19.6% were female. 10% of participants were religious leaders, 8% were journalists, 82% were community leaders (made up of Ward Executive Officers, Ward Tribunal representatives and local government leaders).
	<i>Activity 10</i> Strengthen the capacity of our Legal Aid & Social	10 women were provided with grants to start small-scale income generating activities or to use in accessing health services.

	<p>Counseling center as well as community support groups with special focus on women who are victims of violence and those affected with HIV/AIDS</p>	<p>7 groups provided with grants for savings &amp; credit scheme activities.</p>
	<p><b>Activity 11</b> Monitoring and documentation workshop, and development of a tool for measuring festival outcomes.</p>	<p>1 workshop was held to train 12 participants on M&amp;E tools, as well as to develop an M&amp;E matrix to measure festival outcomes. 58.3% of participants were female. 23.1% of participants were from NGOs working on HIV/AIDS, 7.7% health sector, 15.4% were local leaders, 7.7% were lawyers and 46.2% were Kivulini staff.</p> <p>1 M&amp;E matrix designed to measure project outcomes in place.</p>

## Measuring points against objective during this period

Objective	Indicators	Cumulative outputs			
		Q1	Q2	Q3	Q4
To increase awareness on the link between HIV/AIDS and gender based violence and to challenge current attitudes surrounding sexual practices to ensure reduction in the transmission of HIV.	<ul style="list-style-type: none"> <li>- % of men and women who are aware on the link between HIV/AIDS and gender based violence.</li> <li>- % of men and women challenging current attitudes surrounding sexual practices.</li> </ul>	8 activities out of 13 conducted involved 172 participants. 52.9% of men and 47.1% of women are now aware on the link between gender-based violence and HIV/AIDS.			
<i>Activity 1.</i> Develop 4 advocacy materials and project communication materials <ul style="list-style-type: none"> <li>• 1 radio spot</li> <li>• 10,000 fliers</li> <li>• 5,000 posters</li> <li>• 2,000 T-shirts</li> </ul>	No. and type of advocacy materials developed showing the link between GBV and HIV/AIDS	4 different types of advocacy communication materials developed showing the link between GBV and HIV/AIDS – posters, flyers, t-shirts, and 1 radio spot.			
<i>Activity 2.</i> Printing of advocacy materials and production of: <ul style="list-style-type: none"> <li>• 10,000 fliers</li> <li>• 5,000 posters</li> <li>• 2,000 t-shirts</li> <li>• 1 radio spot</li> </ul>	No. and type of advocacy materials produced and printed	10,000 flyers, 5,000 posters, 2,000 t-shirts printed.			
<i>Activity 3.</i> Dissemination of IEC materials and airing of radio spot	<ul style="list-style-type: none"> <li>- Categories of organizations and individuals receiving the IEC.</li> <li>- No. of times the radio spot is aired.</li> </ul>	Flyers and posters distributed as follows: <ul style="list-style-type: none"> <li>• 200 of each flyers and posters distributed during the 16 Days of Activism events,</li> <li>• 20 copies each of flyers and posters to Women Savings &amp; Credit Association of Bukoba</li> <li>• 14 flyers and 12 posters to Pentecostal Church</li> </ul>			

		<p>of Mwanza</p> <ul style="list-style-type: none"> <li>• 30 copies each of flyers and posters to African Regional Workshop on HIV/AIDS Prevention in Kampala, Uganda</li> <li>• 20 copies each of flyers &amp; posters to Workshop held in Dar es Salaam between UNFPA and Ministry of Health.</li> <li>• 5 copies of fliers and posters each to UNICEF, Dar es Salaam. 50 copies of each flyers &amp; posters to SHIDEFA+ networking meeting in Mwanza</li> <li>• 5 copies each of flyers &amp; posters to VCT centre in Mwanza</li> <li>• 30 copies each of flyers &amp; posters to Mwanza City Council meeting on HIV/AIDS</li> </ul>			
<i>Activity 6</i> Support community based theatre, ngoma and student debate groups.	No. of groups supported and performing at the festivals.	6 groups awarded grant money (deposited in their bank accounts) to support their performances at the festivals.			
<i>Activity 7</i> Build and strengthen the capacity of Kivulini staff and community volunteers to integrate HIV/AIDS into existing programs and provide effective services to the community.	- No. of Kivulini staff and community volunteers trained disaggregated by sex.	All 16 Kivulini staff and 50 community volunteers oriented, trained and sensitized on HIV/AIDS and how it links with domestic violence. 56.1% of participants were female.			
<i>Activity 8.</i> Establish linkages with other HIV/AIDS prevention care and	No. of partners trained (disaggregated by sex) and their	1 workshop conducted for 30 participants out of which 80% were female. 77.1% of participants were			

treatment services (i.e. VCT, PMTCT, STIs) – Joint workshops and site visits.	categories of services.	partners from the health sector, 3.3% from Social Welfare, 6.3% from NGOs and 13.3% from Kivulini.			
<i>Activity 9.</i> Conduct training and sensitization meetings for 200 religious leaders, journalists and community leaders.	-No. of training and sensitization meetings conducted. - No. of women attending the trainings/ Sensitization meetings.	2 seminars held to train and sensitize 51 religious leaders, journalists and community leaders on HIV and GBV. 11 women attended the seminar.			
<i>Activity 10.</i> Strengthen the capacity of our Legal Aid & Social Counseling center as well as community support groups with special focus on women who are victims of violence and those affected with HIV/AIDS	% of women understanding the link between GBV and HIV/AIDS. - No. of groups receiving grant money to initiate small-scale income generating activities. - No. of women receiving grant money to access basic health, nutrition services and starting up of small businesses (if their health conditions allow).	<ul style="list-style-type: none"> <li>• A baseline indicates 57.9% women attending Kivulini Legal Aid clinic understand the link between GBV and HIV/AIDS.</li> <li>• 7 groups were given grant for savings &amp; credit scheme activities.</li> <li>• 10 women were given grant money to access basic health, nutrition services and starting up of small business</li> </ul>			
<i>Activity 11.</i> Monitoring and documentation workshop, and development of a tool for measuring festival outcomes.	- M&E workshop conducted. -M&E matrix in place to measure project outcomes.	1 workshop held to train 6 Kivulini staff and 6 other partners dealing with HIV/AIDS prevention, care and treatment services to develop a tool for measuring project outcomes. 1 M&E matrix designed to measure project outcomes.			

**Notable achievements during the period:***Overall project achievements:*

The majority of the seven workshops conducted in our first quarter have been covered by the media. The two grant award ceremonies held for Savings and Credit Scheme groups and the ngoma and theatre groups were also both covered by the media, highlighting the interconnection between HIV/AIDS and gender-based violence.

The RFE project was presented by Kivulini staff to the 30 participants of Mwanza HIV/AIDS Workshop that was organized by Royal Netherlands Embassy and Netherlands Development Partners (HIVOS, Plan International, ICCO, CORDAID and Novib). Kivulini amplified the interconnection between HIV/AIDS and GBV calling for additional efforts to address the inter connection.

Kivulini also presented the RFE project to members of two networks: SHIDEFA+ and African Regional Network on Non-Formal Education to HIV Prevention Education organized by UNESCO Institute for Education, held on December 7th of this year. As a result of this presentation, workshop participants were inspired by Kivulini's approach of addressing the link between gender-based violence and HIV/AIDS.

Advocacy materials are already in high demand. HakiElimu has approached Kivulini for bulk supply of fliers, while AMREF Mwanza has shown keen interest to distribute fliers to schools. Kivulini is communicating with HakiElimu to reprint the fliers in order to be distributed to Friends of Education whose number is around 19,000.

*Specific achievements as per Activity**Activity 1*

The workshop helped in narrowing down project themes and deciding which materials correspond to each theme. As a result, we were able to develop materials that are positive, proactive, which people can identify with, and which maintain dignity with good images. The advocacy communication materials developed were flyers, posters, t-shirts and one radio spot. A booklet was also developed but was decided it would be paid for by Kivulini, and not included in the RFE budget. The flyers are aimed at helping to develop personal skills and build commitment in order for individuals to take action. The booklets are aimed at decision-makers to inform them and inspire them to create policies that support women's rights, focusing on the link between HIV/AIDS and gender-based violence. The posters are aimed at the general community (men, women, children), to provoke discussion and debate. The t-shirts target youth and inspire commitment, helping them to make informed decisions. The radio spot will be aired nation wide, so as to raise awareness among all Tanzanians on the link between HIV/AIDS and gender-based violence.

During evaluation, the general consensus among participants was that the workshop was a success. The involvement of other community members in the workshop, and not just Kivulini staff, has created a true sense of ownership of the communication materials. Giving his comments Dr. Joseph Kavit, Mwanza City Medical Officer said "If you could imagine, a doctor making a poster! I have learned a lot from this workshop."

*Activity 6*

During the special grant award ceremony, the Mwanza City Cultural Officer Rosemary Makenke commended Kivulini for its efforts in supporting community groups in raising awareness on the link

between HIV/AIDS and GBV and thus breaking the silence surrounding stigma, sexual violence and HIV/AIDS. In emphasizing the role of crafts groups she said, "To evaluate whether the work of art have delivered the message, first the community must examine them, and then engage in dialogues about what they have understood through songs, dances, short poems, drama and many other creations. The grant award ceremony was covered in *The Express*, a weekly newspaper.

#### *Activity 7*

Before the training, participants had mixed knowledge on HIV/AIDS. As a result of the training there was increased knowledge on HIV/AIDS from 54.5% as indicated in the pre-evaluation results, to 60.6% as indicated in the post evaluation results. With regards to sex and gender, the pre-evaluation results indicated that participants had low knowledge on the two concepts (55.2% and 0% respectively). The training had notable impact, as there was an increased knowledge on sex and gender as indicated in the pre and post evaluation (86.2% and 70% respectively). Workshop participants were able to clearly understand the link between GBV and HIV/AIDS as well as how to integrate HIV/AIDS into existing programs.

The community volunteers were able to identify their roles on how to integrate HIV/AIDS into existing Kivulini programs, such as referrals to Kivulini and other resources, supporting other community members and participating in upcoming festival activities. In total, all 16 Kivulini staff and 50 community volunteers were trained.

#### *Activity 8*

The workshop enabled participants to deeply understand the link between HIV/AIDS and gender-based violence and how it impedes their efforts of addressing HIV/AIDS. Feedback from the site visit was very useful in understanding what other HIV/AIDS prevention, Care and treatment services (VCT, PMTCT, CTC HBC, STIs, ARVs) are doing in response to HIV/AIDS. This includes types of services offered, who are the eligible clients/beneficiaries, challenges they are facing and how to respond to those challenges using the linkages. As a result the insights from the site visits helped to come up with a common tool for monitoring the effectiveness and usefulness of linkages. The site visits were also instrumental in highlighting various challenges in establishing potential linkages. These included the existing lack of communication, of a two-way feedback referral mechanism, of information sharing, and as a result, working in isolation. Suggestions in response to these challenges were to have quarterly meetings that emphasize a 2 way-referral feedback.

"It has been very useful to revamp our linkages with agreed standard referral forms which help in tracking client feedback. We have got the best starting and entry point for us to improve our linkages in the provision of PMTCT, CTC, ARVs with other partners." - Dr Ngalula from Sekou-Toure Hospital

#### *Activity 9*

As a result of this workshop, it was agreed that there was a need for religious leaders to be involved in Street Development Committee meetings, to allow them to work more closely in addressing HIV/AIDS at the grass-roots level.

In response to this workshop, Kivulini staff were interviewed by the BBC representative in Mwanza (who was also a participant to the workshop) discussing the link between HIV/AIDS and GBV, as well as project objectives, strategies and expected results. Other radio stations such as Radio One and Radio Free Africa, as well as Star TV aired stories on religious leaders taking action on HIV/AIDS and GBV. Four newspaper articles were written, detailing the link between HIV/AIDS and GBV, and action being taken by media, religious leaders and local government.

*Activity 10*

In his address during the grant award ceremony, the Regional Planning Officer, Mr. Kyamba identified Kivulini's initiatives in addressing the link between HIV/AIDS and GBV as one of the best innovative approaches in responding effectively to the challenging environment that renders women vulnerable to violence.

As a result of Kivulini's efforts to link up with media, Imara Seko Holdings (a private company based in Mwanza, with both local and regional branches) were able to contribute food in efforts to help support these clients (orphans and women infected by HIV) of Kivulini Legal Aid.

One of the Legal Aid grant recipients has surpassed expected results of starting up a nutritious flour making business, by using leftover grant money to invest in her sewing activities. She has been able to increase her income with both of these projects.

**Unexpected Obstacles:**

(Describe any problems that may have arisen to block or limit progress of the work)

*Activity 1*

Originally we wanted to develop six different types of advocacy communication materials. After reviewing the budget we noticed that two of the materials (leaflet and booklet), were explained only in the narrative, and not actually budgeted for.

*Activity 5*

We were unable to carry out the festivals in the 1<sup>st</sup> quarter as originally planned due to refusal of permission from the Police. This decision was based on the unpredictable environment the postponement of the national elections could create.

*Activity 7*

It was difficult for the community volunteers to decide on the venues for the festivals, as the proposed locations for these events are located quite far from one another.

*Activity 8*

Lack of involvement of the police and magistrates will weaken the linkages on legal support in courts as attitudes and practices of some magistrates tend to undermine victims of GBV and HIV/AIDS legal rights.

*Activity 10*

When first distributing the grant money to clients it was sometimes difficult to obtain the required documentation due to issues of time. Some clients' circumstances are quite dire and we felt it was necessary to distribute the grant without first obtaining all the paperwork. As a result there are two clients who have not yet submitted all required documentation.

It has been difficult to follow-up on the Legal Aid clients to track their progress since distributing the grant money. It is sometimes hard to contact clients to schedule a visit. As a result, not all follow-ups have been made in the first quarter.

Sadly, one out of the 10 Legal Aid clients we had assisted with the grant money has passed away, having suffered greatly from HIV.

**What will you do to overcome these obstacles or resolve these problems?**

*Activity 1*

After discussion among all workshop participants, and with the guidance of the workshop facilitator, we collectively decided to drop the leaflet, and keep the booklet, using Kivulini money to print it. This decision was made based on the usefulness of the booklet and its ability to target policy-makers.

*Activity 5*

We have decided to postpone the festivals until after the elections as recommended by the police. The first series of festivals will now begin in the 3<sup>rd</sup> quarter to correspond with International Women’s Day.

*Activity 7*

In the end, the community volunteers reached a consensus on using a central venue, which is easily accessible by all ward residents.

*Activity 8*

It was agreed to involve the Resident magistrate and NOLA advocates through our quarterly meetings and establishing referral services.

*Activity 10*

Despite the desperate situation of some of these women, we have decided to be firm in our eligibility requirements. Only women who provide all necessary documents will be eligible to receive the grant money.

We have come to realize that with the current election process going on; it is very difficult to get the support of the street leaders to help us trace clients for follow-up. When the election is over (in January), we will be in a better position to work with street leaders. We are also improving the client registration forms to include more specific information about their place of residence. In addition, we will be working closer with our community volunteers to again help us trace our clients for follow-up.

Do you need to discuss your progress or adjust your work plan with the RFE Grants Manager?

Yes   
No

Report submitted by:

Name, title Mr. Yassin Ally Project Coordinator	Signature
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Seal or stamp of the Grantee:

This technical report should be accompanied by your quarterly financial report and copies of any products. Send an electronic copy to [RFE@deloitte.or.tz](mailto:RFE@deloitte.or.tz) and a paper copy with the required financial documents to the Grants Manager, Deloitte & Touche, P. O. Box 1559, Dar es Salaam, Tanzania.

*Use of this form*

**Quarterly Reporting Schedule**

Projects shall report quarterly, in principle, on March 31, June 30, September 30 and December 31, using the quarterly report form. The exact reporting schedule shall be set at the time of signing the grant award document.

- Projects whose duration is for more than six months shall submit a report each quarter and a final report.
- Projects whose duration is for six months shall submit one quarterly report and a final report.
- Projects whose duration is four months or less, do not need to submit a quarterly report, they shall only submit a final report.

The final report form shall be sent to the Grantee by email three months before the end of the project, with instructions.

**Completing the form**

The first part of the table requests identifying information about the Grant.

The main part of the form is the table describing progress:

- In the first column, “Objectives”, the final objectives of the project as defined in the grant award document should be listed. (Example: “Establish 3 new VCT sites”).
- In the second column, “Activities Completed”, the activities that were completed in that quarter should be listed. Grantees should not list ALL the activities conducted to date, but only those completed in the quarter. (Example: “1<sup>st</sup> session of VCT counselor training conducted”).
- In the third column, “Quantified outputs”, should be listed the results of those activities (Example: “10 VCT counsellors trained”).

The third part of the form asks about unusual events occurring in the quarter: notable successes, obstacles or problems, strategies for overcoming the problems. The success or obstacle should be described and the reasons behind them should be explained. WHY was this success achieved or did the obstacle arise?

**Attaching products**

Grantees who have completed one of the products of their projects (report, curriculum, prototype product such as IEC materials) will submit a copy of the product with their quarterly report.

**Financial report**

This report must be accompanied by the quarterly financial report (see separate instructions). A technical report without a financial report shall be returned.

**Feedback**

Space is provided on the form to request a meeting or email exchange with the Grants Manager. If you tick this box, you will be contacted to discuss your concerns and set an appointment.

Every technical report will be acknowledged upon reception. After its review, each Grantee will receive a feedback letter commenting on the report. Letters will be sent by email. The Grantee should respond to any questions in the feedback letter. (Feedback and queries on financial reports will be provided separately.)