



SCOPE OF WORK



Country: **Botswana – Gaborone**
Host site: **Tebelopele VCT**
Partner organization: **Liverpool VCT**
Assignment title: **Capacity Building Officer**
Length of assignment: **12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

Surrounded by South Africa, Zimbabwe, and Namibia, the land-locked country of Botswana faces one of the highest HIV/AIDS prevalence rate in the world. Out of a population of about 1.8 million people, some 280,000 Batswana were estimated to be living with HIV in 2005. Currently the national prevalence rate is estimated at 17.6 percent while district-specific rates range from 10.3 percent to a high of 26.5 percent among the adult population.

Recognizing the critical role knowing one's HIV-status plays in preventing new HIV infections, Botswana has taken bold steps to help ensure its citizens are aware of their HIV status and has been a global leader in ensuring access to treatment for all its citizens. In 2004, Botswana became the first African country to introduce routine HIV testing in medical services with an opt-out policy. While this has resulted in new levels of individuals getting tested, Tebelopele (which means "looking into the future" or "vision" in the local language, Setswana.) Voluntary Counseling and Testing (VCT) Centers remains the single largest provider of HIV testing throughout the country. Today, recognizing that more Batswana must know their HIV-status, Tebelopele VCT has expanded service provision through the use of mobile testing, satellite offices, increased outreach efforts, and mobilization events to 42 outlets. By the end of 2008, more than 642,000 Batswana had received counseling and testing services and know their status as a result of Tebelopele's services.

With the goal of improving access to quality HIV prevention services, including voluntary counseling and testing, the HIV/AIDS Twinning Center has established a south-south partnership linking Tebelopele VCT in Botswana with Kenya-based Liverpool VCT. The overall goal of the partnership is to strengthen the capacity of Tebelopele to provide quality HIV counseling and testing programs in Botswana.

Specifically, partners are working to:

- Improve organizational capacity as a means of making HIV counseling, testing, prevention, care, and support services more readily available to children and adults;
- Strengthen organizational capacity and quality of service by developing and implementing a quality assurance program;
- Develop a comprehensive Supportive Counseling Program; and



- Share experiences of Liverpool VCT regarding implementation of an organizational capacity building program for CBOs.

In-country placement site:

Tebelopele is a non-governmental organization (NGO) that provides free counseling and testing services for both citizens and non-citizens who wish to know their HIV status. Tebelopele operates with a vision of, “working toward an HIV/AIDS-free Botswana by empowering individuals and couples to make positive decisions about their future.” In keeping with this vision, Tebelopele’s core mission is to provide immediate, confidential, and high quality voluntary HIV counseling, testing, referral, care, and support services throughout Botswana.

Tebelopele is also moving beyond simply providing VCT, offering post-test clubs and supportive counseling for both positives and negatives. The organization is currently focusing on strengthening and scaling up referrals to better serve clients. Efforts in this arena include strengthening CBO and FBO partners to ensure availability of high quality clinical services for treatment access and complementary prevention, care, and support services. In conjunction with this, they are working to increase the availability of testing and counseling in rural areas of Botswana. Tebelopele has identified 10 community-based organizations around the country to partner to ensure delivery of VCT services. These sites, called “mini-Tebs,” would share the branding and protocols of other Tebelopele satellite sites, but would be embedded in the local CBOs. Tebelopele has committed to providing the equipment and supplies needed for VCT as well as test kits and support services. The sites would be “twinned” with other Tebelopele testing sites to ensure continued support and mentoring for the CBOs as they take on this new function.

Tebelopele is seeking a volunteer Capacity Building Officer with strong project management skills to support the implementation of mini-Tebs sites and promote sustainable success of the initiative. The volunteer will provide technical and strategic guidance to the Projects Division and Tebelopele’s VCT work with mini-Tebs. S/he will provide support to Tebelopele’s VCT capacity to maintain meaningful engagement with mini-Tebs; provide holistic capacity building to mini-Tebs; provide systems-development design and implementation, and evaluate support mechanisms for mini-Tebs, working closely with both government and non-government partners and stakeholders. The volunteer will also work closely with his or her counterpart and the project team at Tebelopele to ensure the necessary skills sets are passed on to the group.

Length of the assignment: 12 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Blessed Monyatsi, Projects Director

Name and title of counterpart: TBD

Volunteer qualifications:

Required:

- Bachelor’s degree in social sciences or appropriate equivalent qualifications



- Strong experience with project management and implementation including project tools
- Experience in working with NGOs, CBOs and FBOs
- Positive, enthusiastic, and self-motivated approach to work
- Organized, thorough, and meticulous approach to work
- Adaptable with the ability to multi-task and prioritize
- Demonstrated resourcefulness and ability to solve problems
- Excellent written and verbal communication skills in fluent English
- Ability to thrive in a fast-paced environment and work on multiple tasks with a variety of clients and team members
- Strong team player
- Passion and commitment
- Creative, “out of the box” mentality

Preferred:

- Experience in sexual and reproductive healthcare, HIV/AIDS issues, and counseling and testing
- Previous experience in working with diverse professionals or working in a developing country

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The objective of the NGO/CBO Capacity Building Officer is to assist in the coordination and monitoring the implementation of the CBOs/NGOs project. In consultation with the Projects Director the Officer shall support the development and implementation of appropriate systems and help strengthen project capacity to monitor and evaluate their activities.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Provide Technical support for the Tebelopele HCT support program for CBOs/FBOs, NGOs
- Lead the identification of training, institutional development and technical capacity needs among CBOs/FBOs, NGOs
- Liaise with Mini-Tebbs in line with the selected project areas
- Lead the identification and training of a CBO/NGO and partnership coordinator to ensure sustainability of the activities.
- Responsibility and accountability for delivery of programme targets for effective management and organization of CBOs/NGOs activities and accurate and timely reporting
- Ensure effective implementation of the sub-granting mechanism
- Assist in the establishment and maintaining of links with governmental and other stakeholders to strengthen TVCT’s engagement with CBOs/NGOs.
- Assist in the recruitment and supervising staff in the CBOs/NGOs



- Liaise with finance division to ensure adherence to budget expenditures and limits for all Mini-Tebes.
- Ensure effective implementation of the CBOs/NGOs annual operational plan
- Timely and accurate production and delivery of all project reports as required
- Provide support to the design, performance and reporting of activities relating to the Mini-Tebes project
- Set up systems for the timely reporting of VCT data from CBOs/NGOs sites
- Set up systems at centers for the accurate reporting on the program and projects' indicators
- Support project staff to identify appropriate reporting formats for partner and other external and internal reports
- Assist NGOs/CBOs to be sustainable by conducting trainings for CBO/NGO staff on proposal development, project management, reporting and evaluation.

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Monthly progress reports to the host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Final report
- Mini-Tebes program established and operational
- Training of all CBOs/NGOs in proposal development, project management and reporting

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete an assessment within the first two weeks of assignment
- Complete monthly progress reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a suitable assignment and site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation for volunteer and placement site staff



- Provide volunteer with monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed

