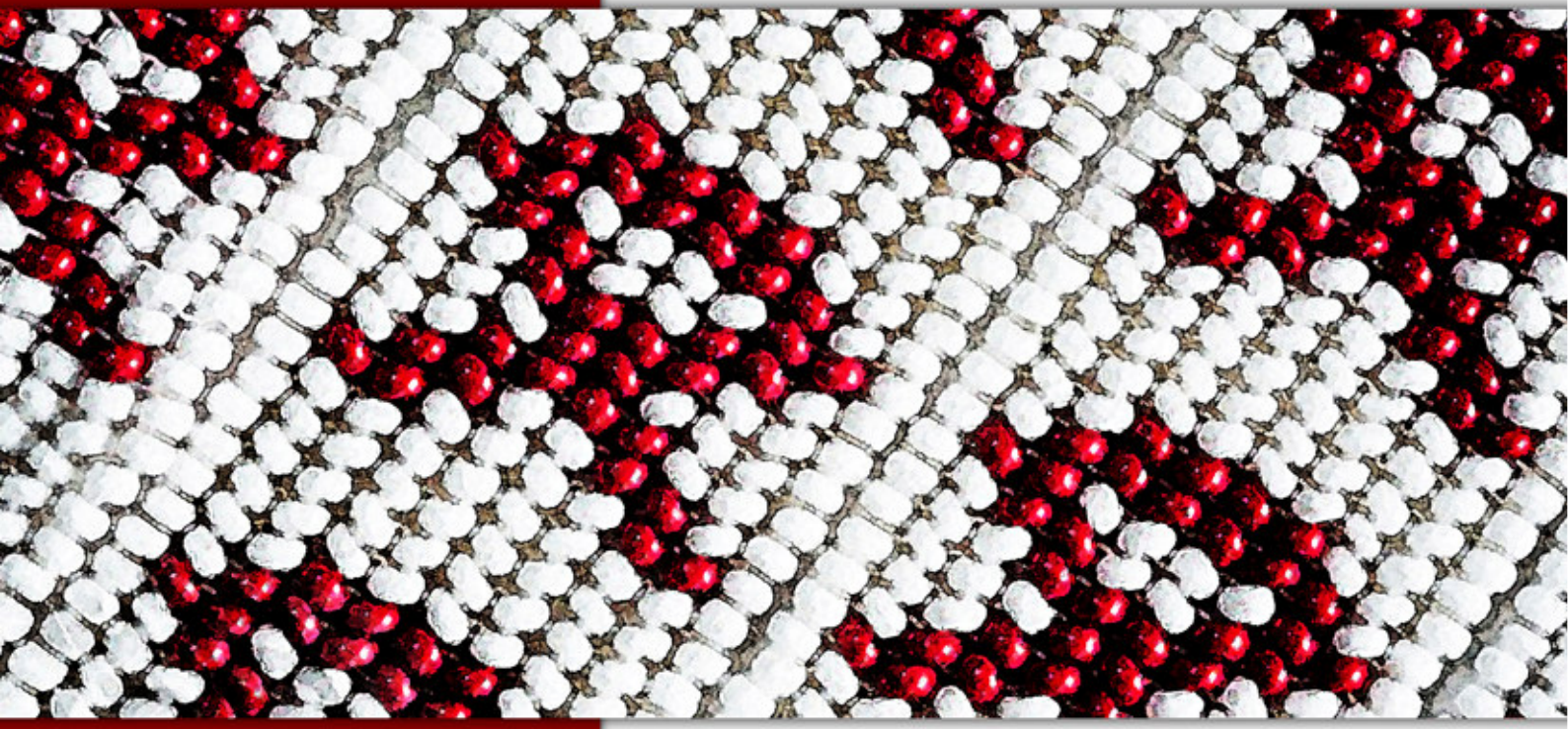
Self-Assessment Tool



Improving the quality of AIDS Councils

giz

Federal Republic of Germany
The Federal Government

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Purpose

To improve the quality of AIDS Councils by identifying and monitoring capacity gaps of their members and by checking strategic options for the future scope of their work.

When to use

It is a useful tool for self-analysis by members of the AIDS Councils after the new term of office started in order to get **baseline information**. It can also be used as a monitoring tool to **measure the impact** of their work. The self-assessment tool can be used by LACs and DACs. In addition it could be used by DACs to monitor the progress of LACs.

Setting

Can be used in small groups or for individual work. The analysis of the filled questionnaire should be guided by an experienced AIDS coordinator or supported by an external expert.

Facilities and materials

Questionnaire and pen, additional blank pages for the answers of open questions (e.g. “please specify”).

Notes

It requires a high degree of trust and openness.

Description

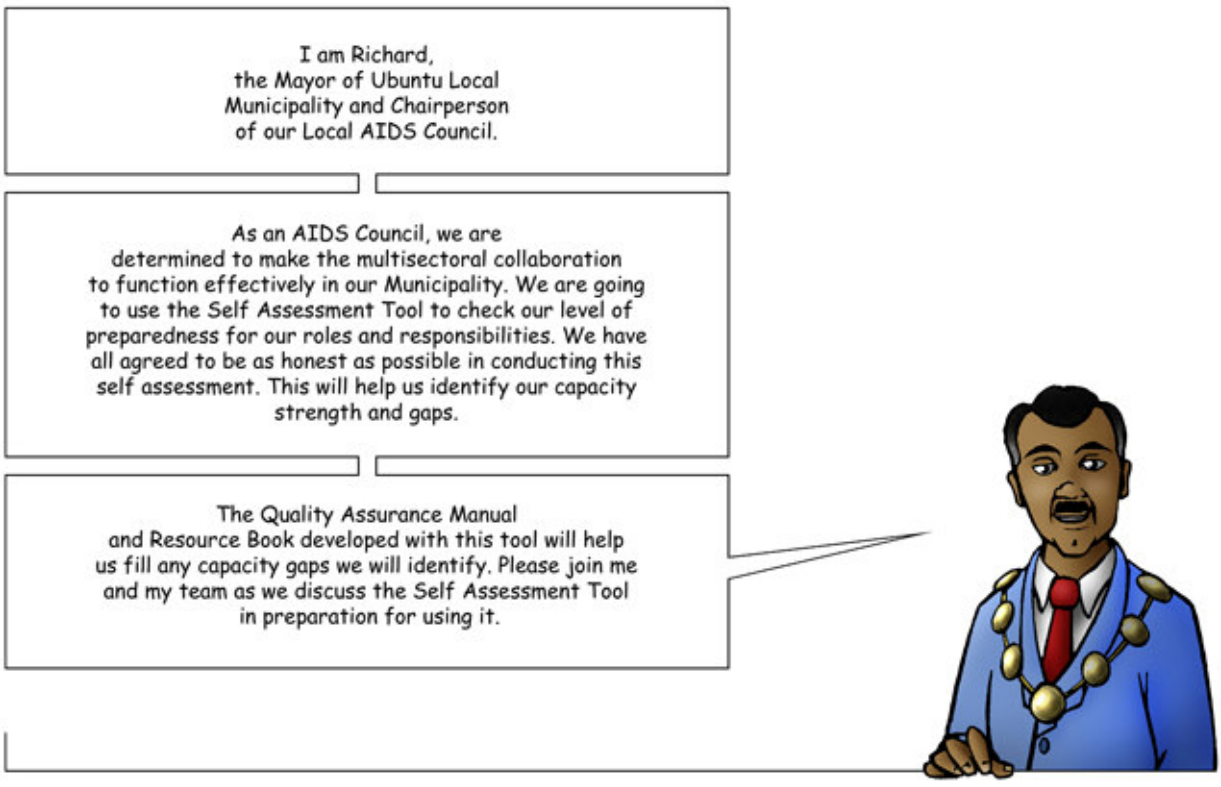
The self-assessment tool is a simple questionnaire, designed to lead the users through a set of questions against which to assess their capacity needs and their specific strategic planning needs. It is also intended to be a useful checklist and evaluation tool for AIDS Councils who are either beginning their strategic work or who wish to assess whether their strategic plan and work is relevant and responsive to the epidemic in their area.

The questionnaire starts with general questions on gender, profession and educational background which is important to identify tailor made capacity building needs of AIDS Council members. As a next step the users move through four programmatic areas which are also introduced in the Quality Assurance Manual:

- Mandate and responsibilities of AIDS Councils
- Basic facts about the epidemic
- Cooperation and steering and also
- Strategic development and learning & innovation as relevant operational issues of AIDS Councils

Within each programmatic area the user is presented with a set of questions. For each question, the user must decide whether to answer one of the provided statements or - in some cases - tick all relevant answers. Some questions require a detailed answer in the own works of the user by inviting him or her: "please specify". When all questions have been answered the questionnaire should be given to the AIDS Coordinator or the person who introduced the questionnaire.

The self-assessment tool is not intended as a tool for comparing AIDS Council members with each other. Therefore the questionnaire does not provide the user with one single "score" to evaluate the individual performance or the strategic orientation of the AIDS Council, but instead provides a range of information which needs to be analysed by experienced AIDS Coordinators or experts.



How to proceed

➡ **Step 1: Introduce of the purpose and content of the questionnaire**

➡ **Step 2: Conduct the self-assessment**

➡ **Step 3: Evaluate results and conclusions**

To analyse the results it is helpful to design key questions for the two areas such as:

A. Identification of capacity needs related to general and basic information such as:

- Is the mandate of the AIDS Council and their responsibilities well understood?
- Are basic facts of HIV and AIDS, STIs and TB well known?
- Which questions are not answered properly or answered with "I don't know"?
- Has the respondent information to provide details when asked "please specify"?

B. Identification of capacity needs in order to improve the strategic and organizational development:

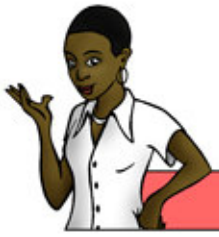
- Is the Municipal committed and do they support the AIDS Council?
- Is a skilled and full time working AIDS Coordinator available?
- Is a Secretariat provided with clear job descriptions?
- Is the multisectoral approach working well?
- Does the Municipality have a strategic plan / M& E framework and a budget for HIV, STI and TB activities?
- Is HIV, STI and TB acknowledged by the IDP steering committee?
- Is the cooperation with the DAC and / or the PAC functioning?
- Are well working HIV, STI and TB programmes available?

➡ **Step 4: Use templates introduced in the Annex (CD-ROM) and following the questionnaire (page 12):**

- a basis to link results of the questionnaire with information and tools provided in the ***Quality Assurance Manual*** and the ***Resource Book***;
- a basis to identify capacity needs on various levels;
- a basis for the follow-up, monitoring and evaluation of changes initiated based on self-assessment results.

➡ **Step 5: Periodically repeat the self-assessment**

To monitor changes, it is helpful to repeat the analysis periodically and fill results in the attached excel template "Data Management Tool to identify Monitoring Results"



GENERAL INFORMATION QUESTIONNAIRE

Sex of the respondent

- ☐ Male
- ☐ Female

Age

- ☐ Under 20 years
- ☐ 20 - 30 years
- ☐ 31 - 40 years
- ☐ 41 - 50 years
- ☐ 50 years and older

Education
(highest level)

Please specify

Profession

Please specify

Task within the AIDS Council
(Your job title?)

Please specify

Which sector do you represent?

- ☐ Govern-ment
- ☐ Women
- ☐ Children
- ☐ PLWH
- ☐ Faith-based
- ☐ Traditional Healer
- ☐ Traditional Leader
- ☐ Business
- ☐ Other: please specify

How long have you been working in the municipality?

- ☐ Less than 1 year
- ☐ 1 - 2 years
- ☐ 2 - 5 years
- ☐ more than 5 years

MANDATE AND RESPONSIBILITIES OF AIDS COUNCILS

01 **What is the mandate of the AIDS Council?**

Please specify

02 **Is this mandate clearly defined?**

☐ Yes ☐ No ☐ Don't know

03 **What are the major responsibilities of the AIDS Council members?**

Please specify

04 **Do the AIDS Council members have a clear description of their responsibilities?**

☐ Yes ☐ No ☐ Don't know

BASIC FACTS ABOUT HIV, AIDS and TB

05	How would you describe the HIV and AIDS burden within your municipal area?	○ Low	○ Moderate	○ High	○ Very high	○ I'm not sure
06	What do you think the rate of TB infection is within your municipal area?	○ Low	○ Moderate	○ High	○ Very high	○ I'm not sure
07	Do you know how many orphans live in the municipality?	○ Yes	○ No	○ I'm not sure		
08	Do you know how many child-headed households exist within the municipality?	○ Yes	○ No	○ I'm not sure		
09	Do you know how many people are currently receiving anti-retroviral treatment from your municipality?	○ Yes	○ No	○ I'm not sure		
10	Do you know which geographical areas within the community are under-serviced (without Home-Based-Care/ HCT/ or other HIV service)?	○ Yes	○ No	○ I'm not sure		
11	Is TB integrated in HIV and AIDS Programmes in your municipality?	○ Yes	○ No	○ I'm not sure		
12	Do you know which areas in your municipality are HIV hotspots (with the highest infection rates or where most infections happen)?	○ Yes	○ No	○ I'm not sure		

13 **Which factors increase the rate of HIV transmission in your municipality?**

- ☐ Lack of condom use
- ☐ Alcohol & Drugs
- ☐ Stigma & Denial
- ☐ Gender-based Violence
- ☐ Inter-generational Sex
- ☐ Untreated STIs
- ☐ High Mobility
- ☐ Low Education
- ☐ Poverty
- ☐ Cultural Factors
- ☐ Other: please specify _____

OPERATIONAL ISSUES QUESTIONNAIRE

14 **Does the Municipality have an HIV /AIDS Coordinator?**

- ☐ Yes
- ☐ No
- ☐ I don't know

If yes:

15 A **Is the Coordinator employed in this capacity full time?**

- ☐ Yes
- ☐ No
- ☐ I don't know

15 B **Where is the Coordinator based?**

- ☐ Mayor's office
- ☐ Department of Health
- ☐ Other: please specify _____

16 **Who provides Secretariat services to the council?**

- ☐ HIV / AIDS coordinator
- ☐ I don't know
- ☐ Other: please specify _____

COOPERATION

17 **In your view, would you say the multi-sectoral approach is working in your Municipality?**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ I don't know

18 **Which sectors are represented in your AIDS Council?**

Please tick those that are represented from this list

- ☐ Local Government departments
- ☐ Provincial Government departments
- ☐ National Government departments
- ☐ Labour
- ☐ Women
- ☐ Children
- ☐ Traditional healers
- ☐ Faith-based organisations
- ☐ Traditional leaders
- ☐ People Living with HIV and AIDS
- ☐ Home-based care organisations
- ☐ Institutions of higher learning
- ☐ Donor agencies
- ☐ Business
- ☐ Other: please specify _____

19 **Is the link between HIV and development** (e.g. basic service delivery such as housing, sanitation, water) **often spoken about in your municipality?**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ I don't know

20 **Does the AIDS Council contribute to the IDP process?**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ I don't know

21 **Is the AIDS Council well-suited to cooperate with all relevant partners?**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ I don't know

22 **Is the AIDS Council in the position to monitor the development of the epidemic in the municipality?**

- ☐ Yes
- ☐ Somewhat
- ☐ No
- ☐ I don't know

STEERING

23 **Is the AIDS Council chaired by the local political head / leadership?**

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

24 **Is HIV included in the performance contracts of all senior municipal staff?**

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

25 **How often did the AIDS Council met over the past 12 months?**

Never ☐ Once or twice ☐ More than twice ☐ I don't know ☐

26 **Who does the HIV and AIDS Coordinator / the AIDS Council receive support from?**

Please tick all those that apply

IDP Manager ☐ PAC ☐ DAC ☐ Mayor ☐ I don't know ☐

Other: please specify ☐

27 **Are community meetings organized to discuss a submission on HIV in the IDP review process?**

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

28 **Is the AIDS Council managed by someone with appropriate skills to fulfill its role?**

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

29 **What is the educational background of the HIV and AIDS Coordinator?**

Please specify

I don't know ☐

30 **Has the Coordinator received training related to HIV, AIDS; STI and TB in the past two years?**

Yes: please specify ☐

No ☐

I don't know ☐

STRATEGY DEVELOPMENT

31 **Does the Municipality have an adequate budget?**

Yes ○ Somewhat ○ No ○ I don't know ○

32 **Is the AIDS Council in the position to identify gaps in the local response to HIV, AIDS, STI and TB?**

Yes ○ Somewhat ○ No ○ I don't know ○

33 **Do you know any non-governmental agency / organisation providing the following services in your Municipality?**

Please tick those that are represented from this list

HCT ○	PMTCT ○
ARV ○	Home-based care ○
PEP for Sexual assault / rape ○	Prevention of stigma and discrimination ○
Support for orphans and vulnerable children ○	HIV, AIDS, STI and TB-related information and training ○
Condom distribution ○	Other: please specify ○

34 **Does the Municipality have an adequate HIV, AIDS, STI and TB workplace strategy?**

Yes ○ Somewhat ○ No ○ I don't know ○

35 **Does the AIDS Council contribute to the strategic plan for managing HIV, STI and TB of the Municipality?**

Yes ○ Somewhat ○ No ○ I don't know ○

36 **Does the AIDS Council contribute to the HIV, STI and TB operational plan of the Municipality?**

Yes ○ Somewhat ○ No ○ I don't know ○

37 **Has the AIDS Council contributed to any specific HIV, STI + TB prevention campaigns implemented by the Municipality past year?**

Yes: please specify ○

No ○

I don't know ○

38 Does the Municipality have a functioning IDP forum, or any other mechanism aimed at HIV mainstreaming?

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

39 Does the AIDS Council advocate for vulnerable groups in the Municipality?

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

LEARNING & INNOVATION

40 Does the Municipality have an M&E framework for the HIV, STI and TB programme?

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

41 Is the AIDS Council well-resourced to monitor the implementation of local HIV, STI and TB programmes/ projects?

Yes ☐ Somewhat ☐ No ☐ I don't know ☐

42 What are the major responsibilities of the AIDS Council members?

Please specify

43 Do you know anyone who could be described as an HIV and AIDS Champion?

Yes: please specify ☐ No ☐

44 **Do you know any best performing organization in your community?**

- ○ Yes: please name it and state why
- ○ No
- ○ I don't know

45 **Are working experiences of the AIDS Council documented** (e.g. data base, brochure)?

- ○ Yes
- ○ Somewhat
- ○ No
- ○ I don't know

46 **Is there any specific HIV and AIDS, STI and TB programme that is not working well at all in your municipality?**

- ○ Yes: please specify
- ○ No
- ○ I don't know

HOW TO USE THE RESULTS OF THE SELF-ASSESSMENT TOOL?

LINKING THE SELF-ASSESSMENT TOOL WITH THE MANUAL & TOOLS OF THE "RESOURCE BOOK"

The tracking template links the questions of the "Self-Assessment Tool" with the information described in the "Quality Assurance Manual" and with the context-specific tools offered in the "Resource Book". The template provides also guidance to the planning process of further capacity development measures for AIDS Council members.

A. Identification of capacity needs to improve basic and general knowledge of AIDS Council members

GENERAL INFORMATION for tailor made capacity development plans

Name	
Sex	○ Male ○ Female
Age	○ Under 20 years ○ 20 - 30 years ○ 31 - 40 years ○ 41 - 50 years ○ 50 years and older
Education (highest level)	Please specify

Profession	Please specify
Task within the AIDS Council (Your job title?)	Please specify
Which sector do you represent?	○ Govern-ment ○ Women ○ Children ○ PLWH ○ Faith-based ○ Traditional Healer ○ Traditional Leader ○ Business ○ Other: please specify
How long have you been working in the municipality?	○ Less than 1 year ○ 1 - 2 years ○ 2 - 5 years ○ more than 5 years

MANDATE AND RESPONSIBILITIES OF AIDS COUNCILS

		Level of knowledge	Recommended information & tools
01	What is the mandate of the AIDS Council?	○ Good or sufficient ○ Needs to be improved	**Quality Assurance Manual:** *Introduction*: Chapter V and VI *Section 1*: Chapter 1.3 / 1.4 / 1.5 / 1.6 **Resource Book:** *Section 1*: Chapter 1.1 / 1.2 / 1.3
02	Is this mandate clearly defined?	○ Good or sufficient ○ Needs to be improved	

03	What are major responsibilities of the AIDS Council members?	Good or sufficient ☐	Needs to be improved ☐
04	Do the AIDS Council members have a clear description of their responsibilities?	Good or sufficient ☐	Needs to be improved ☐

BASIC FACTS ABOUT HIV, AIDS and TB

		Level of knowledge		Recommended information & tools
05	How would you describe the HIV and AIDS burden within your municipal area?	Good or sufficient ☐	Needs to be improved ☐	**Local information and chapter 2.2 of the Quality Assurance Manual:** "The HIV epidemic in South Africa" (provides information where to get local data)
06	What do you think the rate of TB infection is within your municipal area?	Good or sufficient ☐	Needs to be improved ☐	**Quality Assurance Manual:** *Section 2*: all chapters
07	Do you know how many orphans live in the municipality?	Good or sufficient ☐	Needs to be improved ☐	**Resource Book:** *Section 2*: all chapters
08	Do you know how many child-headed households exist within the municipality?	Good or sufficient ☐	Needs to be improved ☐	
09	Do you know how many people are currently receiving anti-retroviral treatment from your municipality?	Good or sufficient ☐	Needs to be improved ☐	
10	Do you know which geographical areas within the community are under-serviced (without Home-Based-Care/ HCT/ or other HIV service)?	Good or sufficient ☐	Needs to be improved ☐	

11	Is TB integrated in HIV and AIDS programmes in your Municipality?	○ Good or sufficient	○ Needs to be improved
12	Do you know which areas in your municipality are HIV hotspots (with the highest infection rates or where most infections happen)?	○ Good or sufficient	○ Needs to be improved
13	Which factors increase the rate of HIV transmission in your municipality?	○ Good or sufficient	○ Needs to be improved

B. Identification of capacity needs in order to improve the strategic and organizational development of AIDS Councils

In case questions 14 - 46 are mainly answered with "*I don't know*" or " *I am not sure*", it can be assumed that this AIDS Council member is not adequately informed on local issues related to HIV, STI and TB. This situation would indicate the need for an appropriate induction of the AIDS Council members.

GENERAL INFORMATION for tailor made capacity development plans

Name						
Sex	○ Male	○ Female				
Age	○ Under 20 years	○ 20 - 30 years	○ 31 - 40 years	○ 41 - 50 years	○ 50 years and older	

Education (highest level)	Please specify
Profession	Please specify
Task within the AIDS Council (Your job title?)	Please specify
Which sector do you represent?	☐ Govern-ment ☐ Women ☐ Children ☐ PLWH ☐ Faith-based ☐ Traditional Healer ☐ Traditional Leader ☐ Business ☐ Other: please specify
How long have you been working in the municipality?	☐ Less than 1 year ☐ 1 - 2 years ☐ 2 - 5 years ☐ more than 5 years

OPERATIONAL ISSUES

COOPERATION

see **Quality Assurance Manual**: *Section 3*: Cooperation

		Level of knowledge		Recommended information & tools
17	In your view, would you say the multi-sectoral approach is working in your Municipality?	○ Yes	○ No	**Quality Assurance Manual:** *Section 1*: chapter 1.3 Multi-sectoral response **Resource Book:** 3,1 How to mobilize the various sectors? 3.5 How to get information on the capacity of partners and stakeholders?
18	Which sectors are represented in your AIDS Council?	○ Yes	○ No	**Resource Book:** 3.1 How to mobilize the various sectors? 3.2 How to initiate the process of selecting sector representatives? 3.5 How to get information on the capacity of partners and stakeholders?
19	Is the link between HIV and development often spoken about in your municipality?	○ Yes	○ No	**Resource Book:** 3.4 How to strengthen partnerships and promote the sector dialogue?
20	Does the AIDS Council contribute to the IDP process?	○ Yes	○ No	**Resource Book:** 3.4 How to strengthen partnerships and promote the sector dialogue?

21	Is the AIDS Council well-suited to cooperate with all relevant partners?	☐ Yes	☐ No	**Resource Book:** 3.3 What are the challenges of team-building? 3.6 How to plan and conduct "Induction of AIDS Council members"?
22	Is the AIDS Council in the position to oversee the development of the epidemic in the municipality?	☐ Yes	☐ No	**Resource Book:** 3.6 How to plan and conduct "Induction of AIDS Council members"

STEERING

see **Quality Assurance Manual**: *Section 3*: Steering

		Level of knowledge		Recommended information & tools
23	Is the AIDS Council regularly chaired by the local political head / leadership?	☐ Yes	☐ No	**Resource Book:** 3.10 + 3.12 How to prepare, organize and conduct effective meetings?
24	Is HIV included in the performance contracts of all senior municipal staff?	☐ Yes	☐ No	**Resource Book:** 3.2 Development of Terms of References

25	How often did the AIDS Council met over the past 12 months?	○ Yes	○ No	**Resource Book:** 3.10 + 3.12 How to prepare, organize and conduct effective meetings?
26	Who does the HIV and AIDS Coordinator / the AIDS Council receive support from?	○ Yes	○ No	**Resource Book:** 1.3. Detailed information on responsibilities and composition of SANAC, PACs and DACs
27	Are community meetings / workshops organized to discuss a submission on HIV in the IDP review process?	○ Yes	○ No	**Resource Book:** 3.10, 3.11.3.12 How to prepare, organize and conduct effective workshops and meetings? 3.9 How to initiate change and encourage the learning process?
28	Is the AIDS Council managed by someone with appropriate skills to fulfill its role?	○ Yes	○ No	**Resource Book:** 3.9 How to initiate change and encourage the learning process? 3.2 Development of Terms of References
29	What is the educational background of the HIV and AIDS Coordinator?	○ Yes	○ No	**Resource Book:** 3.2 Development of Terms of References

30 **Has the Coordinator received training related to HIV, AIDS, STI and TB in the past two years?**

Yes	No	Resource Book:
☐	☐	3.8 Self-assessment tool to identify - capacity building needs - development of a training plan

STRATEGY DEVELOPMENT see Quality Assurance Manual: *Section 4*: Strategy Development

	Level of knowledge		Recommended information & tools
	Yes	No	
31 **How would you describe the Municipality's budget for HIV and AIDS, STI and TB in the current financial year?**	☐	☐	**Resource Book:** 4.5 How to mobilize resources?
32 **Is the AIDS Council in the position to identify gaps in the local response to HIV, AIDS, STI and TB?**	☐	☐	**Resource Book:** 4.3 How to get information on strengths and challenges of an organization (e.g. the AIDS Council)?
33 **Do you know any non-governmental agency / organisation providing relevant services in your Municipality?**	☐	☐	**Resource Book:** 4.2 How to assess the situation at local level and its implications to the local response? 3.5 How to get information on the capacity of partners and stake-holders?

34	Does the Municipality have an HIV, AIDS, STI and TB workplace strategy?	○ Yes	○ No	**Resource Book:** 4.4 How to conduct strategic + operational planning
35	Does the AIDS Council contribute to the strategic plan for managing HIV and AIDS and TB of the Municipality?	○ Yes	○ No	**Resource Book:** 4.2 How to assess the situation at local level and its implication to the local response? 4.4 How to conduct strategic + operational planning
36	Does the AIDS Council contribute to the HIV, AIDS, STI and TB operational plan of the Municipality?	○ Yes	○ No	**Resource Book:** 4.4 How to conduct strategic + operational planning
37	Has the AIDS Council contributed to any specific HIV and AIDS prevention campaigns implemented by the Municipality past year?	○ Yes	○ No	**Resource Book:** 4.3 How to get information on strengths and challenges of an organization (e.g. the AIDS Council)?
38	Does the Municipality have an IDP forum, or any other mechanism aimed at HIV mainstreaming?	○ Yes	○ No	**Resource Book:** 4.2 How to assess the situation at local level and its implication to the local response?

39	Does the AIDS Council advocate for vulnerable groups in the Municipality?	☐ Yes	☐ No	**Resource Book:** 4.5 How to mobilize resources 3.10 / 3.12 How to prepare and conduct workshops?

LEARNING & INNOVATION

see **Quality Assurance Manual**: *Section 4*: Learning & Innovation

		Level of knowledge		Recommended information & tools
40	Does the Municipality have an M&E framework for the HIV and AIDS, STI and TB programme?	☐ Yes	☐ No	**Resource Book:** 4.6 Monitoring and Evaluation: How to analyse performance?
41	Is the AIDS Council well-resourced to monitor the implementation of local AIDS programmes / projects?	☐ Yes	☐ No	**Resource Book:** 4.8 How to initiate patterns of innovation? 4.3 How to get information on strengths and challenges of an organization?
42	What, in your view, makes a person an HIV and AIDS champion?	☐ Yes	☐ No	**Resource Book:** 4.6 How to write reports (describe changes)? 4.9 How to ensure knowledge management

43	Do you know anyone who could be described as an HIV and AIDS Champion?	○ Yes	○ No	**Resource Book:** 4.2 How to assess the situation at local level? 4.7 How to write reports (describe changes)? 4.9 How to ensure knowledge management
44	Do you know any best performing organization in your community?	○ Yes	○ No	**Resource Book:** 4.2 How to assess the situation at local level? 4.7 How to write reports (describe changes)? 4.9 How to ensure knowledge management
45	Are working experiences of the AIDS Council documented (e.g. data base,brochure etc.)?	○ Yes	○ No	**Resource Book:** 4.9 How to ensure knowledge management?
46	Is there any specific HIV and AIDS, STI and TB programme that is not working well at all in your municipality?	○ Yes	○ No	**Resource Book:** 4.6 Monitoring and Evaluation: How to analyse performance? 4.7 How to write reports (describe changes)?