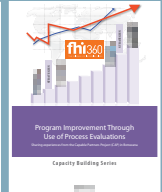
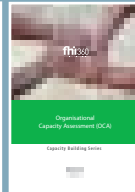
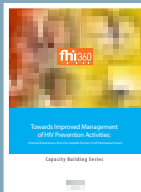




Capacity Building Series

CD ROM INCLUDES:

Governance at a Glance
Toward Improved Management of HIV Prevention Activities
Program Improvement Through Use of Process Evaluations
Marketing and Fundraising
Organisational Capacity Assessment
HIV PREVENTION TECHNICAL TOOLS
Communication Guides for Facilitators
Risk Reduction Assessment Planning,
Support Toolkit for HIV Prevention



What is the Capable Partners Project?



The Capable Partners (CAP) Project , a collaborative effort between United States Agency for International Development (USAID) and Family Health International 360 (FHI 360), funded through President's Emergency

Plan for AIDS Relief (PEPFAR), aims to support the development of increased capacity among non-governmental organisations, faith-based organisations and community-based organisations to implement successful HIV and AIDS prevention programmes in Botswana. The CAP Project provides grants and technical assistance to a select number of NGOs to implement HIV prevention programs .

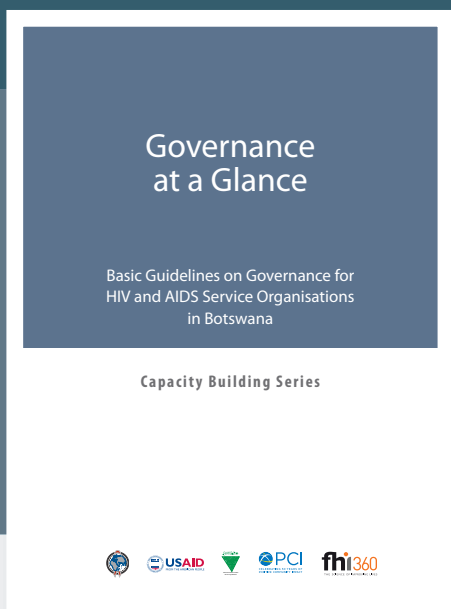
Capacity Building Series Overview

The *Capacity Building Series* documents the experiences of the Capable Partners Botswana project in organisational development, and building the technical capacity of local civil society organisations in HIV Prevention, from 2008-2011. This Capacity Building Series features real life experiences of civil society organisations in Botswana actively participating in their own capacity enhancement, and forging

stronger and more effective organisations as a result. The documents in the Capacity Building Series share conceptual models, tools and process for use and adaption by other civil society organisations in Botswana.

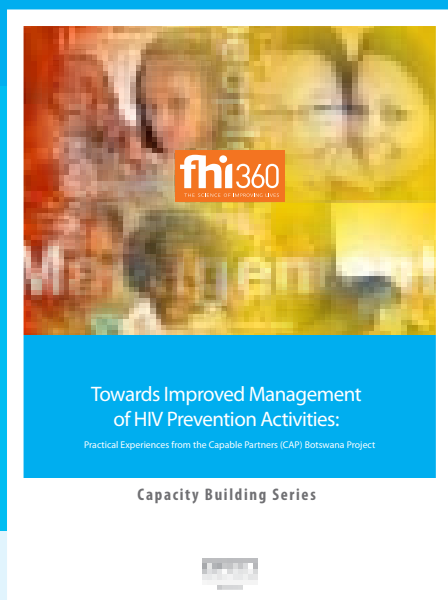


Governance at a Glance



FHI Development 360, PCI and BONASO have collaborated to create this resource document addressing issues of governance that civil society organizations face in their day-to-day operations. The governance guidelines is intended not only as a reference document for establishing and maintaining good governance practices in local organizations, but also includes a digital library of resources and tools for use by CSOs in Botswana.

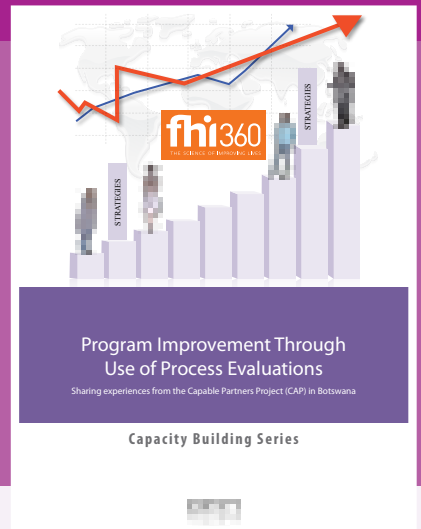
Toward Improved Management of HIV Prevention Activities



This publication describes the CAP project conceptual model, outlines the implementation processes, the major activities and tools used and shares key results for improved management of HIV prevention activities. Case studies and practical examples that capture personal experiences and community insights regarding HIV prevention have also been included. The process, findings, tools and results are of practical relevance to other organisations involved in capacity building or implementing community-based HIV prevention programmes in Botswana and beyond.



Program Improvement through use of process evaluations



Process evaluations are annual process that CAP has utilised throughout the life of the project to assist partners to review progress of projects and the benefits to the community at large and provide an opportunity to make programme improvements as needed. As part of its capacity building mandate CAP led the process in the first year and then provided training and technical assistance for partners to then lead this process in the second year. The publication documents this process and tools as method for potential adaptation by other civil society organisations.

Marketing and Fundraising



Toward the end of the CAP project, efforts were intensified to assist partners market their organisations and address fundraising to sustain their current organisational needs and address future growth. This publication highlights strategies and tools for use by other civil society organisations in Botswana for successful marketing and fundraising.

Organisational Capacity Assessment



The CAP Project developed its own organizational capacity assessment (OCA) tool to track organisational growth in major domains of finance, governance and leadership, monitoring and evaluation, behavior change communication, human resources and sustainability. This document outlines the OCA methodology, overview of the tool, and key results from partners using the OCA tool.

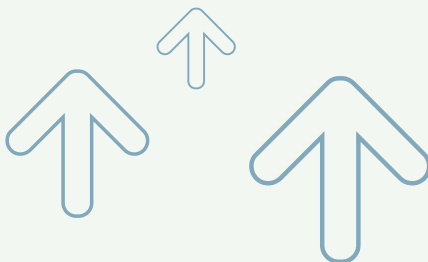
HIV Prevention Technical Tools

Two key HIV technical tools were developed throughout the life of the project - communication guides and standard operating procedures for risk reduction assessment, planning and support tool.

Communication Guides for Facilitators

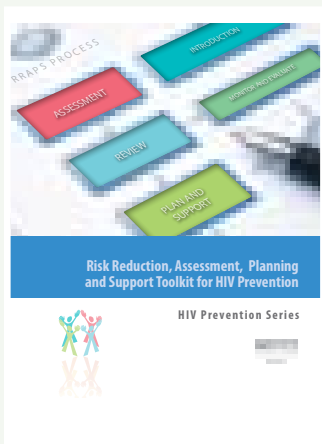
Communication guides are structured teaching aides that assist a community outreach facilitator to guide a small group session to raise awareness of key drivers of HIV using interactive activities. The guides are very user- friendly and can be used in various community settings and with various audiences. The communication guides are designed to provide clear, targeted behaviour change messages to individuals to promote adoption of safer behaviours to prevent and reduce HIV transmission.


Communication guides are structured teaching aides that assist a community outreach facilitator guide a session to raise awareness of key drivers of HIV through fun interactive activities. The guides are very user- friendly and can be used in various community settings and with various audiences. The risk reduction assessment planning, support toolkit for HIV prevention has been integrated into current community outreach prevention programs in order to deliver one-on-one support to an individual. The risk reduction tool helps an individual reflect on their current behaviors, determine if these behaviors may put them at risk for HIV transmission, and then assists an individual to develop a risk reduction plan. These two tools complement each other to more intensely raise awareness, develop, practice and apply skills to prevent HIV transmission. These tools will be shared for potential use by other facilitators of community outreach sessions.



Risk reduction assessment planning, support toolkit for HIV prevention

This document was developed as an HIV prevention tool to strengthen current behaviour change programmes implemented by civil society organisations. The risk reduction assessment, planning and support tool provides the opportunity for an individual to assess their personal risk for HIV transmission based on their current behaviours, better understand how these behaviors put them at risk and to then develop a risk reduction plan with relevant strategies to encourage behaviours. The standard operating procedures provides step-by-step guidance on how to use the risk reduction tool and provides an overview for the process.




ONE-ON-ONE RISK REDUCTION ASSESSMENT, PLANNING AND SUPPORT TOOL

Fullname* Name	Name of Organisation
Client Preferred Name	Client's Phone No.
Gender: <input type="checkbox"/> male <input type="checkbox"/> female	Age: <input type="checkbox"/> 15-19 <input type="checkbox"/> 20-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40+
Religion*	Date of Assessment / /
Individual Type: <input type="checkbox"/> New <input type="checkbox"/> Repeat	


ONE-ON-ONE RISK REDUCTION ASSESSMENT, PLANNING AND SUPPORT TOOL

Hello, my name is _____

I am a (insert name of position) _____

from (insert name of organisation) _____

I would like to talk to you about your ability and to help you with information and skills about HIV to meet alright? For me to understand how I can best help you, we first need to go through a Knowledge Assessment to understand what you already know about HIV. Next, we will go through a Behaviour Assessment to see what you are currently doing to protect yourself against HIV. Depending on how your risk assessment goes we will work together and set goals to ensure that the issues we talk about will remain confidential. I will ask you questions that are personal and may make you feel uncomfortable because they relate to sexual behaviour, but please be assured that the issues we talk about will remain confidential. I will take down some notes just for my reference to keep track of what we have talked about, and to assist with the goal setting we will do together. Your name will remain anonymous and will not appear on any of these documents. I will simply use an ID code that identifies you. Are you comfortable with that? Just so that our both feel comfortable during our conversation, what would you like me to call you? I will help you based on the information that you provide, therefore, for this process to work, I need you to be as open and honest with me. Again, whatever we talk about will remain confidential and will follow exactly you based on your needs. Remember that the purpose of this exercise is to help you reach the goals you have set for yourself. This process will take about an hour. Does this process sound alright to you?

 **Safe for Assessment**
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