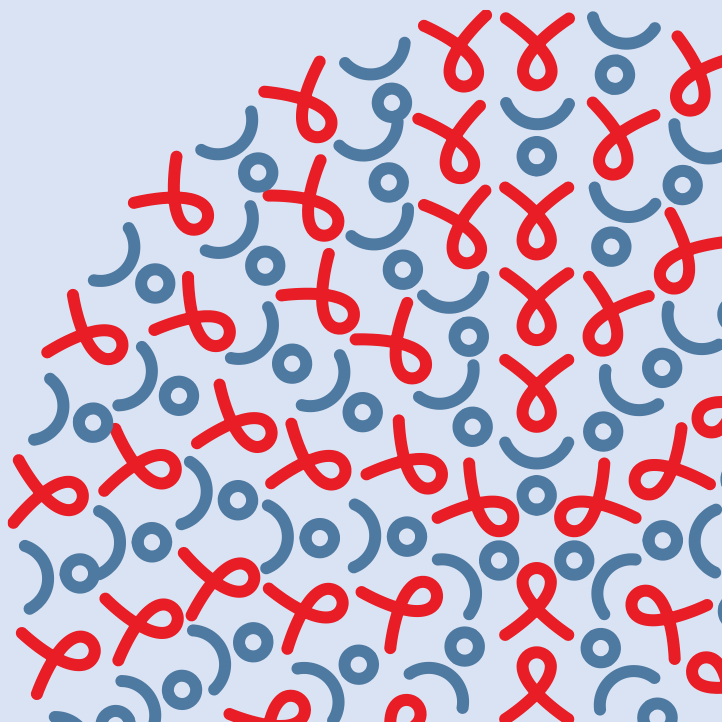


MEETING TARGETS AND MAINTAINING
EPIDEMIC CONTROL (EPIC) PROJECT

COOPERATIVE AGREEMENT NO.
7200AA19CA00002

Key Population Competence Assessment Exercise for Implementing Partners Funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR)

AUGUST 2022



ACKNOWLEDGMENTS

EpiC extends thanks to Cheikh Traore, consultant, for assistance in developing this tool, and to stakeholders in Nigeria who provided comments and feedback in an initial review. Their contributions are gratefully acknowledged.

This resource was made possible by the generous support of the American people through the United States Agency for International Development (USAID) and the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The contents are the responsibility of the EpiC project and do not necessarily reflect the views of USAID, PEPFAR, or the United States Government.

EpiC is a global cooperative agreement (7200AA19CA00002) led by FHI 360 with core partners Right to Care, Palladium International, and Population Services International (PSI).

Key Population (KP) Competence Assessment Exercise for Implementing Partners Funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR)

Assessment Methodology and Scoring Tool

What is “key population” competency?

For the purposes of this assessment key populations are defined as gay men and other men who have sex with men, female and male sex workers, transgender women and people who inject drugs. KP-competency as an organizational quality is composed of different organizational characteristics, demonstrated capacities, and priorities and commitments put into practice.

Why conduct a KP competency assessment?

For many years, PEPFAR has offered guidance that HIV programming targeted to key populations (KPs) be implemented by “KP-competent organizations,” without offering a means to define or assess KP competence. Based on a collaborative and participatory process, this assessment will assist PEPFAR and other development partners in measuring the KP competency of implementing partners, and provide recommendations on strengthening such competencies. By responding to all the questions, you will receive a score and strategies for increasing that score over time. The goal is to increase KP competence, resulting in higher quality HIV services for KP communities in general.

How to conduct the assessment

Implementing partners funded by PEPFAR, and any other organization wishing to measure their KP competence, may conduct this assessment. Plan to dedicate *a minimum of an hour* to discuss and respond to the questions. Appoint a team of key organization staff to assemble and conduct the exercise. Ideally, a minimum of three (maximum of five) people should conduct the assessment together. The group should include a senior manager, a person working on programs, a person responsible for human resources, and a representative from each of the KP organizations with whom you work (preferably a community-based organization leader or activist). Responses to each question should be based on consensus reached by the assessment team.

Assessment questionnaire: four sections

- Organizational composition
- Privacy and security
- Commitments to affirming and promoting the dignity and human rights of KPs
- Capacity to meet the health needs of KPs

Thank you for your honesty and completing this scoring sheet.

Key Population Competence Assessment

OVERALL SCORE

This score reflects how your organization’s staff, policies, and practices are relevant and appropriate to respond to the needs of the key populations with whom you work. Most of the answers to questions are graded from 1 to 5; please assign a number that represents how strongly you agree with each statement as it pertains to your organization: 1 = Strongly disagree, 2 = Slightly disagree, 3 = Neutral, 4 = Slightly agree, 5 = Strongly agree. Some questions require “yes” or “no” answers and should be scored as follows: Yes = 1 point. No = 0 points.

NAMES AND POSITIONS OF THE ASSESSMENT TEAM:

1. _____
2. _____
3. _____
4. _____
5. _____

AGENCY: _____

DATE: _____

01	About Your Organization	Points
	Which key populations does your organization work with? <ul style="list-style-type: none"> <input type="checkbox"/> Men who have sex with men <input type="checkbox"/> Sex workers <input type="checkbox"/> Transgender people <input type="checkbox"/> People who inject drugs <input type="checkbox"/> People in prisons and other enclosed settings 	N/A
	Our mission and vision clearly state our commitments to human rights. <ul style="list-style-type: none"> 1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree 	__/5
	We can demonstrate that the KP leaders with whom we work are involved in program development. <ul style="list-style-type: none"> 1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree 	__/5

	<p>We can demonstrate that the KP leaders with whom we work are involved in policy setting, governance and programmatic decision making.</p> <p>1 = Strongly disagree. 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	Subtotal	__/15
02	Privacy and Security	
	<p>We have in-house documents and standards that describe how confidentiality and privacy of clients should be preserved.</p> <p>1 = YES 0 = NO</p>	__/1
	<p>All our staff and peers are trained in maintaining client safety, confidentiality, and risk mitigation.</p> <p>1 = YES 0 = NO</p>	__/1
	Subtotal	__/2
03	Commitments to Affirming and Promoting the Dignity and Human Rights of Key Populations	
	<p>All of our staff members receive rights-based, relevant KP sensitization training, based on the key populations they serve.</p> <p>1 = YES 0 = NO</p>	__/1
	<p>We have mechanisms for clients to assess how nonjudgmental and non-stigmatizing our services are for key populations, which also assist clients in knowing their rights.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	<p>Our organization is committed to provide harm reduction services without judgment, coercion, discrimination, or requiring that clients stop related behavior.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	<p>The organization has formal systems to respond and react to stigma, discrimination, and violence that may occur in health and other social service settings – both meeting client needs and addressing structural barriers (prevention of GBV, for instance).</p> <p>1 = Strongly disagree 2 = Slightly disagree</p>	__/5

	<p>3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	
	<p>We have a human resource policy that forbids workplace discrimination based on sexual orientation, gender, gender identity and expression, HIV status, religion, disability, and other status.</p> <p>1 = YES 0 = NO</p>	__/1
	<p>We have colleagues who openly identify as being a member of a KP community:</p> <p>Among our board of trustees.</p> <p>1 = YES 0 = NO</p> <p>Among senior staff with budgetary/programmatic/staffing oversight.</p> <p>1 = YES 0 = NO</p>	__/2
	<p>We recognize that the use of language in the workplace and the way we speak about others are key components of respect and dignity. We make sure that none of our documentation includes stigmatizing language toward key populations.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	<p>The board membership of our organization proactively includes, welcomes, and meaningfully engages informed members of KP communities.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	<p>The policies and programs of the organization are supportive of direct community financing for KP groups in the country.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	__/5
	Subtotal	__/34
04	Capacity to Meet the Health Needs of Key Populations	

<p>Our organization provides a minimum package of evidence-based health services that meet the unique needs of key populations.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	<p>___/5</p>
<p>The organization ensures cultural, geographic, linguistic, financial, and procedural accessibility to KP services as determined in consultation with local KP communities.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	<p>___/5</p>
<p>The organization has recognized legitimacy as an advocate for key populations and ability to mobilize key populations in collaboration with KP civil society organizations (CSOs).</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	<p>___/5</p>
<p>The organization has strong financial management procedures and policies that demonstrate the ability to manage grants.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	<p>___/5</p>
<p>The organization's ratio of KP peer to KP individual reached is sufficient and in line with global/national recommendations, peer workers receive fair remuneration, an explicit plan for peer progression and professional development is in place, and peers influence the implementation of interventions.</p> <p>1 = Strongly disagree 2 = Slightly disagree 3 = Neutral 4 = Slightly agree 5 = Strongly agree</p>	<p>___/5</p>
<p>Subtotal</p>	<p>___/25</p>
<p>OVERALL SCORE (___ + ___ + ___ + ___)</p>	<p>___/76</p>

Discussion section/Notes:

Please consider summarizing proposed actions to improve upon lower scoring sections.