



# STAKEHOLDER ACTIVITY REPORTING FORM (SARF)



## 1. REPORT DETAIL

<b>Report date:</b>	DD / MM / YYYY:    /    /				
<b>Quarter reporting on</b> <i>(Please circle the correct quarter)</i>	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sept)	Q4 (Oct-Dec)	
<b>Name of the Organisation</b>					
<b>Type of Organisation</b> <i>(Please circle the correct option)</i>	CBO	FBO	Local NGO	International NGO	Government    Private
<b>Location</b>	<b>District</b>		<b>Province</b>		
<b>Report Compiled by</b>	<b>Name</b>				
	<b>Telephone</b>				
	<b>Email</b>				

Please complete the form as accurately as possible from your own internal monitoring records. Ensure you only add data from the actual quarter you are reporting on. Refer to the SARFs Data Definitions to clarify the meaning of the activities or contact your **District AIDS Coordination Advisor (DACA)** or **DATF Chairperson** for further advice.

## 2. HIV ACTIVITIES IN WHICH YOUR ORGANISATION PARTICIPATES

SOCIAL BEHAVIOR CHANGE COMMUNICATION																																			
<p>1. How many Information Education Communication (IEC) materials were distributed by your organisation this quarter?</p> <p><b>N/A: We do not distribute IEC materials</b>    <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/></p> <p><b>NO materials distributed this quarter</b>    <input style="width: 40px; height: 20px; border: 1px solid black;" type="checkbox"/></p> <p><i>Only fill box if your organisation distributed IEC materials this quarter</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Type of IEC Material</th> <th style="text-align: center;">Number Distributed</th> <th style="text-align: center;">Localized (Tick only if YES)</th> </tr> </thead> <tbody> <tr><td>Books</td><td></td><td></td></tr> <tr><td>Brochures</td><td></td><td></td></tr> <tr><td>Posters</td><td></td><td></td></tr> <tr><td>T-shirts</td><td></td><td></td></tr> <tr><td>TV spots</td><td></td><td></td></tr> <tr><td>Radio spots</td><td></td><td></td></tr> <tr><td>E-spots</td><td></td><td></td></tr> <tr><td>Billboards</td><td></td><td></td></tr> <tr><td>Drama</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> </tbody> </table>		Type of IEC Material	Number Distributed	Localized (Tick only if YES)	Books			Brochures			Posters			T-shirts			TV spots			Radio spots			E-spots			Billboards			Drama			Other		
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<p>2. If you distributed Information Education Communication (IEC) materials this quarter who was your target audience?</p> <p><i>Only fill box if your organisation distributed IEC materials this quarter</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Target Audience</th> <th style="width: 20%;">( Tick only if YES)</th> </tr> </thead> <tbody> <tr><td>Adolescents/ youth</td><td></td></tr> <tr><td>Sex workers</td><td></td></tr> <tr><td>Persons with disability</td><td></td></tr> <tr><td>Mobile/ Migrant population</td><td></td></tr> <tr><td>Men who have sex with men (MSM)</td><td></td></tr> <tr><td>People who inject drugs (PWID)</td><td></td></tr> <tr><td>Pregnant women</td><td></td></tr> <tr><td>Inmates</td><td></td></tr> <tr><td>People living with HIV (PLHIV)</td><td></td></tr> <tr><td>Transgender</td><td></td></tr> <tr><td>Discordant couples</td><td></td></tr> <tr><td>General population</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	Target Audience	( Tick only if YES)	Adolescents/ youth		Sex workers		Persons with disability		Mobile/ Migrant population		Men who have sex with men (MSM)		People who inject drugs (PWID)		Pregnant women		Inmates		People living with HIV (PLHIV)		Transgender		Discordant couples		General population		Other	
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<p>3. Number of teachers who have received training, and taught lessons, in life skills based comprehensive sexuality education this quarter</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Female</th> <th style="width: 25%;">Male</th> </tr> </thead> <tbody> <tr> <td><b>Number</b></td> <td></td> <td></td> </tr> </tbody> </table>		Female	Male	<b>Number</b>																								
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<p>4. Number of Out of School children and young people aged 10-24 years provided with life skills- based comprehensive sexuality education within this quarter</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Female</th> <th style="width: 25%;">Male</th> </tr> </thead> <tbody> <tr><td><b>10-14 yrs.</b></td><td></td><td></td></tr> <tr><td><b>15-19 yrs.</b></td><td></td><td></td></tr> <tr><td><b>20-24 yrs.</b></td><td></td><td></td></tr> </tbody> </table>		Female	Male	<b>10-14 yrs.</b>			<b>15-19 yrs.</b>			<b>20-24 yrs.</b>																		
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<p>8. How many mobile workers were reached with HIV prevention programmes by your organisation this quarter?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Female</th> <th style="width: 25%;">Male</th> </tr> </thead> <tbody> <tr> <td><b>Number</b></td> <td></td> <td></td> </tr> </tbody> </table>		Female	Male	<b>Number</b>																								
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<p>9. Which types of mobile populations did your organization reach this quarter?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Type of mobile population</th> <th style="width: 20%;">( Tick only if YES)</th> </tr> </thead> <tbody> <tr><td>Long-distance truck drivers</td><td></td></tr> <tr><td>Fish traders</td><td></td></tr> <tr><td>Miners</td><td></td></tr> <tr><td>Cross-border traders</td><td></td></tr> <tr><td>Seasonal workers</td><td></td></tr> <tr><td>Construction workers</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	Type of mobile population	( Tick only if YES)	Long-distance truck drivers		Fish traders		Miners		Cross-border traders		Seasonal workers		Construction workers		Other													
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10. How many men who have sex with men (MSM) were reached with HIV prevention programmes by your organisation this quarter?			<b>Male</b>
	<b>Number</b>		
11. How many transgender individuals were reached with HIV prevention programmes by your organisation this quarter?	<b>Number</b>		
12. How many people who inject drugs (PWID) were reached by HIV prevention programmes by your organisation this quarter?			<b>Female</b>
	<b>Number</b>		<b>Male</b>
<b>CONDOM PROGRAMMING</b>			
13. How many condom service distribution points were supplied by your organisation this quarter? (*excluding health facilities)	<b>Distribution points</b>		
	<b>Number</b>		
14. How many male and/or female condoms were distributed to end users by your organisation this quarter (*excluding health facilities)?			<b>Female</b>
	<b>Number of Condoms</b>		<b>Male</b>
<b>CRITICAL ENABLERS</b>			
15. What is the total number of <b>reported</b> cases on physical OR sexual violence OR any other type of gender based violence by your organisation this quarter?			<b>Female</b>
	<b>&lt;9 yrs.</b>		
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25+</b>		
16. How many individuals <b>experienced</b> physical violence this quarter?			<b>Female</b>
	<b>&lt;9 yrs.</b>		
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25 +</b>		
17. How many individuals <b>experienced</b> sexual violence this quarter?			<b>Female</b>
	<b>&lt;9 yrs.</b>		
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25 +</b>		
18. How many individuals who experienced physical or sexual violence were referred for Post Exposure Prophylaxis (PEP) within 72 hours in accordance with national guidelines this quarter?			<b>Female</b>
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25+</b>		
19. How many individuals were referred for pre-exposure prophylaxis (PrEP) by your organization this quarter?			<b>Female</b>
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25+</b>		

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SYNERGIES WITH OTHER DEVELOPMENT SECTORS			
20. How many employees were reached through workplace programmes by your organisation this quarter?		<b>Female</b>	<b>Male</b>
	<b>Number</b>		
COMMUNITY HEALTH SYSTEMS			
21. How many support groups/ clubs/ after school groups were set up by your organisation this quarter?	<b>Support groups</b>		
	<b>Number</b>		
22. How many individuals are currently enrolled and active in support groups/ clubs/ after school groups set up by your organisation?		<b>Female</b>	<b>Male</b>
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25+</b>		
23. How many vulnerable people received support and care from your organization this quarter?		<b>Female</b>	<b>Male</b>
	<b>&lt;10 yrs.</b>		
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
24. What types of support and care does your organization provide? (select all that apply)		<b>Female</b>	<b>Male</b>
	<b>&lt;10 yrs.</b>		
	<b>10-14 yrs.</b>		
	<b>15-19 yrs.</b>		
	<b>20-24 yrs.</b>		
	<b>25+</b>		
		<b>Type</b>	<b>Tick</b>
		Food and nutrition	
		Shelter and care	
	Protection and legal aid		
	Healthcare		
	Psychosocial		
	Social support		
	Spiritual support		
	Education and vocational training		
	Economic strengthening		
BELOW SECTION TO BE FILLED BY DACA / LOCAL AUTHORITY ONLY			
25. Number of capital projects in the district	<b>Number</b>		
26. Number of capital projects mainstreaming HIV and AIDS programmes	<b>Number</b>		

I verify that this information is complete and correct and that I have not misrepresented any information.

**Supervisor's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Please return this form to your **DACA** or **DATF Chairperson** as soon as possible, and **retain a copy** for your own internal M&E records.