

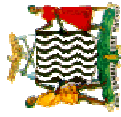
REPUBLIC OF ZAMBIA

DATA DEFINITIONS FOR THE QUARTERLY STAKEHOLDER ACTIVITY REPORTING FORM (SARF)

NATIONAL AIDS COUNCIL



DATA ELEMENT	DATA DEFINITION
1. How many IEC materials were produced and/or distributed by your organisation this quarter (for example, books / brochures / posters / t-shirts / TV spots / radio spots / e-spots)?	<p>IEC materials produced</p> <p>Description</p> <ul style="list-style-type: none"> An organisation should state the total number of IEC materials that it produced for the quarter being reported on. The produced IEC materials can include materials designed in the district but produced or printed elsewhere (e.g. in Lusaka). <p>IEC materials distributed</p> <p>Description</p> <ul style="list-style-type: none"> An organisation should state the total number of IEC materials that it distributed for the quarter being reported on. The distributed IEC materials can include both materials received from other sources (e.g. Lusaka) and IEC materials produced or printed within the district.
2. Number of in School children aged 10-24 years provided with life skills-based comprehensive sexuality education within this quarter (MoE Only)	<p>Description</p> <ul style="list-style-type: none"> The number of in school children should only include the 10-24 years olds that received life skills-based comprehensive sexuality education for the quarter being reported on <p>Definition of life skills-based comprehensive sexuality education</p> <ul style="list-style-type: none"> Life-skills based education can be an effective methodology that uses participatory exercises to teach behaviours to young people that help them deal with the challenges and demands of everyday life. If schools under the Ministry of Education run their own life skills-based comprehensive sexuality education sessions or classes for 10-24 years olds then this should be reported to the Ministry of Education who should fill in a single SARF form for a quarter
3. Number of teachers who have received training, and taught lessons, in life skills comprehensive sexuality education this quarter (MoE Only)	<p>Description</p> <ul style="list-style-type: none"> The Number of Teachers should only include those who have been trained and are offering life skills comprehensive sexuality education. This indicator is cumulative



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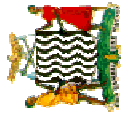
<p>4. Number of Out of School children aged 10-24 years provided with life skills-based comprehensive sexuality education within this quarter</p>	<p>Description</p> <ul style="list-style-type: none"> The number should only include the 10-24 year olds who are out of school for the current reporting quarter. The same 10-24 year olds who are out of school can receive life skills-based comprehensive sexuality education from one quarter to the next and be reported on. The question is not cumulative. An organisation needs to ensure that the correct age group (10-24 year olds) is captured and the number reported is split by male and female. <p>Definition of life skills based HIV and AIDS education</p> <ul style="list-style-type: none"> Life skills-based comprehensive sexuality education can be an effective methodology that uses participatory exercises to teach behaviours to young people that help them deal with the challenges and demands of everyday life. Whilst there is no definitive list of life skills it can include: communication and interpersonal skills; negotiation and refusal skills; empathy; cooperation and teamwork; advocacy skills; decision making skills; critical and creative thinking skills; problem solving skills; self-awareness; skills for coping with emotions and stress, and managing feelings <p>Definition of out of school 15-24 year olds</p> <ul style="list-style-type: none"> The term out of school refers to any person aged 15-24 years who is not enrolled in school, college or university <p>Data collection</p> <ul style="list-style-type: none"> An organisation must exclude any in school 15-24 year olds and only record out of school 15-24 year olds who have received life skills based HIV and AIDS comprehensive sexuality education in the relevant quarter
<p>5. How many sex workers were reached with HIV prevention programmes by your organisation this quarter?</p>	<p>Description</p> <ul style="list-style-type: none"> An organisation should state the total number of commercial sex workers reached in the current quarter through some form of HIV prevention activity or programme. The number is not cumulative. Therefore, the same commercial sex workers can be reached from one quarter to the next and be reported on. The figure needs to be split by male and female commercial sex workers. <p>Definition of sex workers</p> <ul style="list-style-type: none"> The term sex worker is intended to be non-judgemental and focuses on the working conditions under which sexual services are sold. Sex workers include consenting female, male, and transgender adults and young people over the age of 18 who receive money or goods in exchange for sexual services, either regularly or occasionally.



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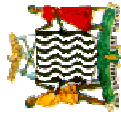
	<ul style="list-style-type: none"> Sex workers include people who may work either full time or part time, in brothels, bars, on the street or from home for example. <p>Definition of an HIV prevention programme</p> <ul style="list-style-type: none"> This term refers to the entire scope of activities aimed at keeping HIV negative individuals HIV negative. It includes health and non-health-sector services: <ul style="list-style-type: none"> HIV preventative health services include VCT, STI treatment, eMTCT, PEP, universal precautions and blood safety Non-health-sector services cover, for example, mass media campaigns, one-to-one communication strategies, peer education programmes, youth clubs, anti-AIDS clubs in schools.
<p>6. How many prisoners were reached with HIV prevention programmes by your organisation this quarter.</p>	<p>Definition of prisoner A prisoner, also known as an inmate, remands or detainee, is a person who is deprived of liberty against his or her will. This can be by confinement, captivity, or by forcible restraint. The term applies particularly to those on trial or serving a prison sentence in a prison</p> <p>Description Inmates or detainees receiving actual HIV prevention services.</p> <p>Data collection This data indicator will be collected quarterly from Zambia Correctional Service</p>
<p>7. How many persons with disability were reached with HIV prevention programmes by your organisation this quarter?</p>	<p>Description Persons with disability These include people with who:</p> <ul style="list-style-type: none"> Are blind or visually impaired. Are profoundly deaf or hard of hearing Have a Physical disability. Have a mental disability or learning impairment <p>Definition of an HIV prevention programme</p>



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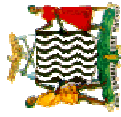
	<ul style="list-style-type: none"> This term refers to the entire scope of activities aimed at keeping HIV negative individuals HIV negative. It includes health and non-health-sector services: <ul style="list-style-type: none"> HIV preventative health services include HCT, STI treatment, eMTCT, PEP, universal precautions and blood safety <p>Non-health-sector services cover, for example, mass media campaigns, one-to-one communication strategies, peer education programmes</p> <p>Data collection</p>
<p>8. How many Long distance truck drivers (LTD) that were reached with HIV prevention programmes by your organisation this quarter</p>	<p>Description</p> <p>Long distance truck driver A person who drives a truck over very Long distances as a means of earning a living.</p> <p>Definition of an HIV prevention programme</p> <ul style="list-style-type: none"> This term refers to the entire scope of activities aimed at keeping HIV negative individuals HIV negative. It includes health and non-health-sector services: <ul style="list-style-type: none"> HIV preventative health services include HCT, STI treatment, eMTCT, PEP, universal precautions and blood safety <p>Non-health-sector services cover, for example, mass media campaigns, one-to-one communication strategies, peer education programmes</p> <p>Data collection</p>
<p>9. How many non health facility condom service outlets providing condoms to end users were supplied by your organisation this quarter?</p>	<p>Description</p> <ul style="list-style-type: none"> An organisation should state the total number of condom service outlets that it supplied condoms to for the quarter. The question is not cumulative. The figure could be equal to or less than the total number of outlets set up by the organisation as some outlets may not have been supplied with condoms in a quarter (i.e. inactive). For a condom outlet to be active it must have been supplied with condoms for the quarter. If an outlet was not supplied with any condoms in a quarter then the outlet should not be recorded in the SARF form



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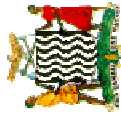
	<ul style="list-style-type: none"> The number of condom service outlets must also take into account new condom service outlets established by the organisation. <p>Definition of a condom service outlet</p> <ul style="list-style-type: none"> A condom service outlet can be a fixed distribution point or mobile unit with fixed schedules that provides condoms for free or for sale to the general public. A non health facility outlet can be a bar, club, restaurant, supermarket, public toilets etc.
<p>10. How many male and/or female condoms were distributed to end users by your organisation this quarter (from non-health facilities)?</p>	<p>Description</p> <ul style="list-style-type: none"> The activity relates to the distribution of male and/or female condoms from programmes that are from non-health facilities. The condoms refer to both free condoms and condoms for sale (e.g. socially marketed condoms). The figure is not cumulative, so an organisation should only include condoms distributed for the current reporting quarter and should not include condoms distributed in a previous quarter. <p>Definition of end users</p> <ul style="list-style-type: none"> Distribution to end users refers to distribution to points where individuals can collect the condoms, for example, either dispensers, individual distribution, or for retail purposes. <p>Data collection</p> <ul style="list-style-type: none"> The figures reported for male and/or female condoms need to count the number of individual pieces of condoms distributed and not boxes.
<p>11. Number of reported cases on Physical or Sexual violence from an intimate partner this quarter</p>	<p>Description</p> <ul style="list-style-type: none"> People who experienced physical or sexual violence refer to reported cases of assault (of bodily harm), use of insulting language, threatening violence, rape, property grabbing, indecent assault on female, use of insulting language, defilement of child, assault on child, etc. <p>Data collection</p> <p>The figures reported should ONLY include persons who experienced physical or sexual violence from an intimate partner.</p>
<p>12. Number of people aged 0-15 years who experienced physical or sexual</p>	<p>Description</p>



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	<p>• People who experienced physical or sexual violence refer to reported cases of assault (of bodily harm), use of insulting language, threatening violence, rape, property grabbing, indecent assault on female, use of insulting language, defilement of child, assault on child, etc.</p> <p>Data collection The figures reported should ONLY include persons in the 0-15 age group who experienced physical or sexual violence</p>
<p>13. Number of people aged above 16 years who experienced physical or sexual violence by a non-intimate partner.</p>	<p>Description</p> <ul style="list-style-type: none"> • People who experienced physical or sexual violence refer to reported cases of assault (of bodily harm), use of insulting language, threatening violence, rape, property grabbing, indecent assault on female, use of insulting language, defilement of child, assault on child, etc. <p>Data collection The figures reported should ONLY include persons above the age of 16 years of age who experienced violence from a non-intimate partner</p>
<p>14. Number of people who experienced physical or sexual violence and accessed Post Exposure Prophylaxis (PEP) in accordance with national guidelines this quarter</p>	<p>Definition</p> <ul style="list-style-type: none"> • Post-exposure prophylaxis (PEP) involves taking anti-HIV medications as soon as possible (within 3 days) after one has been exposed to HIV to try to reduce the chance of becoming HIV positive. <p>Description</p> <ul style="list-style-type: none"> • PEP is used by health care workers who have been exposed to HIV-infected fluids on the job or anyone who may have been exposed through unprotected sex, needle-sharing injection drug use, or sexual assault. <p>Data Collection</p> <ul style="list-style-type: none"> • Data should be collected quarterly from institutions involved in Gender Based Violence programming such as Victim Support Unit, One-Stop Centre, YWCA, and others.
<p>15. How much funding (in Kwacha) was spent on HIV&AIDS activities this quarter?</p>	<p>Description</p>



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	<p>Funding is the act of providing financial resources, usually in the form of money, , to finance a need, program, and project, usually by an organisation or government.</p> <p>Data collection</p> <p>Data should be collected from institutions that have spent money on HIV/AIDS related activities such as WAD /NCT commemorations ,HIV workplace & wellness programmes .</p> <p>It also including funds spent on printing T-shirts , IEC materials , Hire of conference halls , training meeting related to HIV /AIDS activities</p>
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DATA DEFINITION	
<p>16. Does your organisation have a current HIV and AIDS Action Plan?</p>	<ul style="list-style-type: none"> • Description • An organisation should answer YES if it has in place an HIV and AIDS Action Plan which is current for the reporting quarter. For example, the plan is for 2014-16 and the reporting quarter is Q1 2015. So long as the period of the HIV and AIDS Action Plan remains valid then an organisation should continue recording YES for each quarter • If there is no HIV and AIDS Action Plan in place for the organisation or the Action Plan is out of date then the answer should be NO <p>Definition of an action plan</p> <ul style="list-style-type: none"> • As a general guide an action plan includes the tasks/activities, timeframe (over what time period), responsibilities (who is going to do the work) and budget (costs of the activities and source of funding) which set out how an HIV and AIDS programme will be implemented • For some organisations an action plan can be broader and more detailed, and include goals and objectives, research on the HIV and AIDS epidemic, challenges, issues, information on target groups etc. <p>Data collection</p>



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	<p>An organisation should provide a soft or hard copy of its HIV and AIDS Action Plan to the DACA / DATF as evidence that it has an Action Plan in place.</p>
<p>17. Does your organisation have an HIV AIDS workplace Programme?</p>	<p>Description An organisation should answer YES if it has its own HIV and AIDS workplace program. The answer should be NO if there is no HIV and AIDS workplace programme. Definitions of a workplace programme An HIV and AIDS workplace programme (as part of an overall policy) should define the interventions that an organisation will carry out in response to the HIV and AIDS issues that it has identified. A programme will typically include: Management strategies including employment and personnel issues (Internal) workplace activities covering prevention, and treatment, care and support for employees (External) outreach activities covering the family of the employees and/or the wider community of the organisation.</p>
<p>18. How many employees were reached through workplace programmes by your organisation this quarter?</p>	<p>Description</p> <ul style="list-style-type: none"> • An organisation should state the total number of employees reached in the current quarter. Therefore the same employees can be reached from one quarter to the next and be reported on. The question is not cumulative • The figure needs to be split by male and female employees. <p>Definitions of a workplace policy and a workplace programme</p> <ul style="list-style-type: none"> • As a guideline an HIV and AIDS workplace policy defines an organisation's position on HIV and AIDS and sets out the way in which the organisation will deal with the HIV and AIDS epidemic. Like other organisational policies, such as health and safety policies, a workplace HIV and AIDS policy must be integrated into the organisation's management system • An HIV and AIDS workplace programme (as part of an overall policy) should define the interventions that an organisation will carry out in response to the HIV and AIDS issues that it has identified. A programme will typically include: <ul style="list-style-type: none"> - Management strategies including employment and personnel issues - (Internal) workplace activities covering prevention, and treatment, care and support for employees



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<p>19. Number of capital projects Mainstreaming HIV and AIDS Programmes (Local Authorities Only)</p>	<p>– (External) outreach activities covering the family of the employees and/or the wider community of the organisation.</p> <p>Data collection</p> <ul style="list-style-type: none"> • An employee covers people who receive a salary from the organisation and includes all levels of staff in the organisation. If the spouse and/or family of the employee has benefitted from or participated in a workplace programme event or activity in a quarter then these numbers should be added to the figure being reported. <p>Description</p> <p>Comprises a project with significant financial outlays relating to infrastructure development (e.g. roads, bridges, pipelines, dams, airports, harbours and ports), mines, power generation or large-scale commercial agricultural schemes, where a temporary workforce is required for construction, and a usually smaller permanent workforce is required to operate the facility. The project is anticipated to have significant adverse environmental and social impacts that are sensitive, diverse, or unprecedented. These projects may affect an area broader than the sites or facilities subject to physical works</p> <p>Data collection</p> <ul style="list-style-type: none"> • Number of Workers and community members reached with HIV services paid for by the capital project • The information can be collected from the Monthly reports submitted by service providers to the contractor as dictated in contract agreements.
<p>20. How many PLHIV support groups set up by your organisation are currently active</p>	<p>Description</p> <ul style="list-style-type: none"> • An organisation should state the number of PLHIV support groups that it has set up for people infected or affect by HIV and AIDS and are currently active in the current quarter. The figure could be less than the total number of groups set up by the organisation as some groups may be inactive for the current quarter. • The figure is not cumulative. The reporting of PLHIV support groups must take into account new groups established by the organisation in the current quarter and exclude any support groups that have been disbanded or no longer exist. <p>Definition of an active PLHIV support group</p> <ul style="list-style-type: none"> • PLHIV typically form support groups to give and receive emotional, social and spiritual support. Members help each other to improve and better manage their situation, share challenges and discuss solutions. For a support group to be seen as active at the very least the members need to be meeting frequently. The support



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	<p>group may also be carrying out additional activities such as community sensitisation, advocacy, participation in events, research, training, home based care etc.</p> <p>Data collection</p> <ul style="list-style-type: none"> The reported number of PLHIV support groups can be less, equal or higher than the figure for the previous quarter as it will be dependent on the number of new support groups formed and/or disbanded The main organisation supplying data on support groups at the district level should be .NZP+, though other organisations (for example, Government offices or private companies) may have set up support groups independently.
<p>21. How many PLHIV are currently enrolled in the active PLHIV support groups by your organisation</p>	<p>Description</p> <ul style="list-style-type: none"> The figure should only include the current number of PLHIV that are enrolled in the active PLHIV support groups set up by the organisation). It should take into account the organisation enrolling new people in the current quarter as well as drop-outs (people who have died or left the support group for various reasons) during the same quarter. The figure is not cumulative. The figure needs to be split by male and female PLHIV. <p>Data collection</p> <p>The reported number of people enrolled in the active PLHIV support groups can be less, equal or higher than the figure for the previous quarter as it will be dependent on the number of new enrolments and the numbers of drop-outs.</p>
<p>22. How many OVC in total received care and support from your organisation this quarter?</p>	<p>Description</p> <ul style="list-style-type: none"> The number should only include the OVC for the current reporting quarter. The same OVC can receive care and support from an organisation from one quarter to the next and be reported on. The figure is not cumulative The figure needs to be split by male and female OVC. <p>Definition of OVC</p> <ul style="list-style-type: none"> Orphan: Has lost one or both parents to HIV and AIDS Vulnerable: An OVC is more vulnerable because of any or all of the following factors that result from HIV and AIDS: Is HIV-positive; Lives without adequate adult support (e.g., in a household with chronically ill parents, a household that has experienced a recent death from chronic illness, a household headed by a grandparent,



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	<p>and/or a household headed by a child); Lives outside of family care (e.g., in residential care or on the streets); Is marginalized, stigmatized, or discriminated against</p> <ul style="list-style-type: none"> • Child: Aged 0-17 years old, who is either orphaned or made more vulnerable because of HIV and AIDS <p>Definition of care and support</p> <ul style="list-style-type: none"> • A household will have received at least one type of free basic external support to care for the child <p>The care and support can include: food and nutrition; shelter and care; protection and legal aid; health care; psychosocial; social support; spiritual support; education and vocational training; and economic strengthening</p>
<p>23. Does your organisation have a functional M&E system for HIV and AIDS?</p>	<p>Description</p> <ul style="list-style-type: none"> • An organisation should answer YES if it has in place a functional M&E system which allows it to capture and report on its HIV and AIDS activities and is therefore linked to the national M&E system at district level. If there is no M&E system in the organisation then the answer should be NO. • The question is not cumulative. <p>Definition of a functional M&E system</p> <ul style="list-style-type: none"> • For the M&E system to be considered functional at the very basic level an organisation needs to be able to record and report data using the SARF form in a consistent and timely manner (i.e. quarterly and within the agreed timeframes). <p>Data collection</p> <p>An organisation should provide a soft or hard copy which describes the functional M&E system that it has put in place.</p>
<p>24. Does your organisation have one or more Designated M&E persons?</p>	<p>Description</p> <ul style="list-style-type: none"> • An organisation should answer YES if it has one or more members of staff who are dedicated to M&E within the organisation. • If there are no M&E members of staff or the person(s) are only part-time then the answer should be YES • The question is not cumulative. <p>Definition of Designated M&E persons</p>



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	<p>For a person to be classified as Designated on M&E for the organisation then a person needs to be based where the organisation is operating/working (i.e. within the district). If a Designated M&E person is providing support from a higher level (i.e. Province or National) to your organisation but also to other organisations then the recorded response should be NO.</p>
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