

Project Implementation Plan
HIV Prevention and Care Program
Jhabua, Madhya Pradesh, India

According to the Memorandum of Understanding between the Real Medicine Foundation and the Jeevan Jyoti Health Service Society signed on March 10, 2007 the HIV Prevention and Care Program will start on April 1, 2007. The following Project Implementation Plan comprises the period of April 2007 to March 2008.

1. Services:

The project will offer free services to prevent the spread of HIV infection in Jhabua district among the population, in particular the tribal populations who are at risk of exposure due to illiteracy, migration and poverty. The services include free counseling and testing by staff as per Government of India rules (all counselors have MSW degrees, testing with rapid tests (Tridot, Jaimithra) and referring to ART Centers for CD4 testing and enrolment in National ART Program). Referral to care centre at Jeevan Jyoti Hospital, Meghnagar for appropriate symptomatic management and treatment of opportunistic infections as per Community Care Centre rules by National AIDS Control Organization. Emphasis will also be given to counseling and testing of pregnant women, with referral for appropriate follow-up of antenatal care, safe delivery preferably by Cesarean section, post-exposure prophylaxis of the infant and counseling on feeding practices (advice for exclusive breastfeeding as per Government of India guidelines).

2. Facilities:

Four Voluntary Counseling and Testing Centers (VCTCs) will be established in Government hospitals (District Hospital and Community Health Centers) of four different towns in the district of Jhabua – in Jhabua, Meghnagar, Petlawad and Alirajpur. The head office will be located in the Jeevan Jyoti Hospital in Meghnagar and a field office will be established in Jhabua in April 2007 (site to be determined).

3. Staff:

The following staff is to be appointed for ONE YEAR, starting April 1st, 2007.

no.	Position	Name	Salary (Rs)
1	Project Director	Father Sylvester	5,000
2	Medical Officer	Dr. Lokendra Singh Rathor	6,000
3	Part-time Counselor	Shashank Nagar	3,500
4	Full-time Counselor	Maya Manohar Bariya	7,000
5	Full-time Counselor	Shailendra Singh Thomar	7,000
6	Full-time Counselor	(to be appointed)	7,000
7	Project Officer and Data Manager	Jimmy Rems Nirmal	5,000

Annotations:

- The project officer and data manager will additionally receive financial support for his graduate studies (MSW) – exact amount to be determined.
- If the medical officer and the project officer are on field work, travel and food expenses will be refunded to them.

4. Staff responsibilities:

Project Director:

- Supervising the work of the other project staff, monthly reports to the donor (RMF Delhi, Los Angeles).
- Administrating the use of the funds according to the budget.
- Ensuring timely communication with donor regarding use of fund and submission of audited reports whenever requested.

Medical officer:

- Advising the project staff on all medical and public health-related issues.
- Collaboration with the private doctors of the district to ensure referral of their patients to the VCTCs (together with the program officer).
- Responsible for all technical aspects of all additional activities, e.g. HIV Adolescents Awareness Program.
- Liaising with all public and private health facilities, including the Madhya Pradesh AIDS Control Society.

Counselors:

- Being on duty in the VCTC six days a week (Monday to Saturday) from 9am to 2pm and from 4pm to 6pm (Shailendra Singh Thomar in Alirajpur; the counselor who is yet to be appointed in Petlawad; Maya Manohar Bariya in Meghnagar on Monday/Wednesday/Saturday and in Jhabua on Tuesday/Thursday/Friday; Shashank Nagar, who is both, our and the government's counselor, in Jhabua).
- Counseling and testing the patients who come to the centre.
- Refunding travel expenses of tested cases (maximum 50 Rs).
- Providing all arranged information on tested and untested cases and on the refunding of travel expenses to the program officer at the end of every month.
- Attending a training for HIV/AIDS counselors by WHARF in Mumbai once in six months.
- Taking part in all additional activities, e.g. HIV Adolescent Awareness Program.

Program Officer and Data Manager:

- Being on duty from Monday to Friday in the field office in Jhabua and on Saturday in the Jeevan Jyoti Hospital to compile weekly reports.
- Monitoring and evaluation (M&E) according to Real Medicine's instructions.
- Conducting monthly meetings in the field office in Jhabua.
- Providing the counselors with test kits (rapid tests) and all reporting formats, copies and registers.
- Collaboration with the private doctors of the district to ensure referral of their patients to the VCTCs (together with the medical officer).
- Responsible for the administrative part of all additional activities like the HIV Adolescents Awareness Program.

5. Monitoring and Evaluation Framework:

- Update existing Microsoft Access database.
- Monthly numbers of patients reporting to VCTC, including those not tested, with relevant details (e.g. levels of literacy, cast, employment, age, gender, STI or TB co-infection).
- Measuring weekly referrals from private practitioners in the district.

6. Budget:

see attached file