



SAT

Southern African AIDS Training Programme

Supporting community responses to HIV and AIDS in Southern Africa

POTENTIAL SAT PARTNERS: RAPID ASSESSMENT GUIDELINES

The guidelines operationalise the partner selection criteria to determine the suitability of an organisation for partnership with SAT. Potential partners are small and upcoming community based organisations with capacity development needs (as opposed to already established organisations).

Rapid assessments take approximately 2-3 hours and help SAT decide on the way forward, i.e. whether to proceed to conduct baselines for community HIV competence (i.e. SATCOMP) and organisational capacity (i.e. SOCAT). A maximum of 6-10 representatives should be invited from the potential partner, including board members, management, staff and community volunteers. An attempt should be made to strike a gender balance among participants.

A team of SAT Country Programme Officers and SAT SWW staff conduct the rapid assessments. The aim is to gather the information required in order to assess the organisation's suitability as a SAT partner. These guidelines help ensure the consistency and quality of the assessments. They outline general areas of focus and identify the kinds of questions that should be used to elicit information from participants.

The rapid assessment report (one per organisation) should be simple and short (maximum 3 pages), yet it should have as much information and critical analysis as possible. The report should be structured as follows:

- 1) Introduction:
 - description of the organisation
- 2) Programming:
 - details of the HIV and AIDS programmes being implemented
- 3) Finance:
 - details of the current annual budget and sources
- 4) Summary and recommendations:
 - summary, recommendations by the SAT team and proposed way forward.

Areas to be covered in the rapid assessment

The organisation

- What is the name of your organisation?
- When was your organisation established?
- Is your organisation registered?
- If your organisation is not registered is anything being done about this?
- What is the governance structure of your organisation?
- Does your organisation have a board of governors? If so, how were board members chosen?
- What legal documents govern the operations of the board?

Community base and local control

- What is the level of community participation and ownership of your organisation and its programmes?
- What role/potential role does the community play in the governance and running of the programmes and activities of your organisation?
- Could anything else be done to ensure community ownership and local control of your programmes and activities?
- Would you say that the community has a bigger role to play in your organisation? If so, why?
- What are your capacity development needs to ensure community ownership and local control of your programmes and activities?

Causes and effects of HIV and AIDS

- What are some of the causes of the spread of HIV in the community your organisation works in?
- What are some of the effects of the epidemic in the community?
- Why is your organisation needed in this community?
- If your organisation did not exist, what would be the most devastating effects to this community?

Programmes and activities

- What are your main types of activities and programmes?
- What specific programmes and activities does your organisation currently run?
- Does your organisation meet the needs of children affected by AIDS (CABA) in your current programmes and activities?
- Do you see CABA as an important element to the overall response to HIV and AIDS?
- If your organisation does not have a CABA programme, do you see yourselves integrating CABA related programmes and activities?
- Does your organisation consider gender issues when planning, implementing and evaluating your programmes and activities?
- To what extent does your organisation's programmes and activities promote community ownership and local control?
- What capacity development is needed to further develop the programmes and activities of your organisation?

Beneficiaries

- Who are your project beneficiaries?
- How were these beneficiaries identified?
- Why were these beneficiaries selected?
- Does your organisation have recording systems for all categories of beneficiaries served?
- What are the capacity development needs of your organisation in developing criteria to serve the neediest of the needy or the poorest of the poor?

Objective and vision

- What is the vision of your organisation?
- What does your organisation want to achieve?
- Where does your organisation want to be in the next 3 to 4 years?
- What are your objectives?
- Would you say that your organisation is committed to social justice, human rights, gender equity and the rights of children affected by AIDS? If so why?
- What are the capacity development needs of your organisation in the areas of strategic and operational planning?

Coverage and catchment area

- What is your organisation's catchment area?
- What is the size of the population for your organisation's catchment area?
- Does your organisation have figures or statistics for the coverage of each programme and activities?
- Has the catchment area been mapped and zoned to facilitate coverage?
- What are the capacity development needs of your organisation in mapping, zoning and increasing coverage? I.e. capacity development needs for project design.

Finance issues

- What is the estimated annual budget of your organisation?
- What financial reporting systems has your organisation established?
- Does your organisation mobilise local resources?
- Is your organisation receiving any donor funding now? If so, how much and from which donors?
- What are the capacity development needs of your organisation in resource mobilisation and management?

Human resources

- Does your organisation work/intend to work with community volunteers?
- Which of your organisation's programmes and activities work with or through volunteers?
- How many volunteers does your organisation work with?
- Does your organisation have salaried personnel?
- How many staff and volunteers does your organisation have?
- What are the qualifications and areas of responsibility for your salaried staff and volunteers?
- What are the capacity development needs of your salaried staff and volunteers?

Any other thing that you would like to share about your organisation

- Is there anything that you would like to share about your organisation?
- Are there any successes or achievements that you have noted so far?
- What are some of the constraints you are experiencing in your work?