

SAT

Southern African AIDS Trust

**REQUEST FOR PROPOSAL FOR THE
SUPPLY/DEVELOPMENT OF A NEW
PARTNER CONTRACTS MANAGEMENT
INFORMATION SYSTEM.**

November 2009

REFERENCE : TENDER/SAT/01-2009

Supporting Community Responses to HIV and AIDS in Southern Africa

REQUEST FOR PROPOSAL : DEVELOPMENT OF THE SOUTHERN AFRICAN AIDS TRUST PARTNER CONTRACTS MANAGEMENT INFORMATION SYSTEM

REQUIREMENTS SPECIFICATIONS FOR THE SAT PARTNER CONTRACTS MANAGEMENT INFORMATION SYSTEM

1 GENERAL BACKGROUND INFORMATION

Introduction

- 1.1 The Southern African AIDS Trust (SAT) would like to replace/upgrade their existing computerized Partner Contracts Management Information system immediately. This document is the statement of operational and functional requirements for the supply/development of a new system.

The Southern African AIDS Trust

- 1.2 The Southern African AIDS Trust is a Regional Non Governmental Organization (NGO) operating in six southern African countries and its main business is that of developing the capacities of communities in the fight against HIV and AIDS.
- 1.3 SAT has a regional Office in Johannesburg, South Africa and country offices in Lilongwe (Malawi), Maputo(Mozambique), Dar ES Salaam (Tanzania), Lusaka(Zambia) and Harare(Zimbabwe).
- 1.4 In each of the above countries, SAT works with other organizations referred to as implementing partners in implementing various HIV/AIDS related programmes and projects (approved by SAT).
- 1.5 Elsewhere SAT works with strategic partners who provide funds for financing SAT's work with the implementing partners referred to above and supporting SAT's administrative work.
- 1.6 SAT aims to effectively use information technology to better serve its partners(both implementing and strategic) and the organization as a whole.

The Logistical issues in SAT Partner Contracts Management

- 1.7 As stated above, SAT has a Regional Office in Johannesburg, RSA, and country offices in 5 southern Africa countries as follows :
 - Malawi – in Lilongwe
 - Mozambique – in Maputo
 - Tanzania – in Dar Es Salaam
 - Zambia – in Lusaka
 - Zimbabwe – in Harare

SAT has plans to grow and establish a country office in South Africa and offices in other southern African countries in the very near future

- 1.8 A SAT Office can have the following types of partners:
 - Strategic Partner – A strategic partner provides funding to SAT.
 - Implementing Partner – An implementing partner is funded by SAT

to implement HIV/AIDS programming programmes through an appropriate contractual arrangement with SAT. The processes involved in developing and managing these contractual relationships are outlined in appendix 1A. SAT country offices develop contracts for partners in their respective countries. However final approval of contracts is done at the Regional office.

- SAT Regional office receives money from its donors or strategic partners at agreed time periods in line with agreed budgets. This money is disbursed or passed onto an implementing partner through an appropriate SAT office.
- 1.9 At agreed time periods, SAT receives financial reports from its implementing partners through respective country offices. Each SAT Office also produces financial reports at the end of each month.
- 1.10 Partnership contracts can be terminated.
- 1.11 Partnership contracts can be suspended.
- 1.12 Partnership contracts can be renewed/extended.
- 1.13 A partner can be graduated to close/end the contract

For more information on SAT visit SAT's web site URL www.satregional.org

The desired system should be able to support and assist in facilitating the above (partnership) processes effectively and efficiently.

The existing automated SAT Partner Contracts Management system

- 1.14 SAT is currently partially automated and is using an in-house developed system based on FileMaker-Pro File Management system. Day-to-day management of the system is the responsibility of SAT's MIS unit. The main weaknesses of this system are :
- Does not have features which promote secure, well managed , effective and flexible workflows. Workflows are a key feature of the SAT partnership process.
 - Data import and export facilities not well developed.
 - Does not integrate well with the Microsoft Office environment
 - Expensive to maintain – based on technology with a poor support base in the Africa region.
 - Poorly documented
 - The database management system technology currently in use cannot meet the required levels of data integrity.

Other computing systems at SAT

There is an Accounting System – Pastel Evolution which is based on MS SQL Database Management System and a portal based on MS SharePoint.

The SAT computing environment

- 1.15 At the Regional Office, central services are currently delivered by systems running the Windows 2003 Server operating system, the major hardware supplier being Hewlett Packard (HP). These provide support to clusters of desktops and laptops running Windows XP.
- 1.16 In the country offices SAT currently has desktops and laptops only, all running Windows XP. One more powerful and higher capacity desktop is used as a server.
- 1.17 Each SAT Office currently has a LAN and its own Internet Service Provider(ISP) for connectivity to the Internet. The Regional Office has a 256K(uplink and downlink) dedicated leased line link, Malawi a shared 128K radio link, Mozambique a 512K shared cable link, Tanzania a shared 128K radio, Zambia a 128K dedicated link and Zimbabwe a 64K dedicated radio link.
- 1.18 SAT operates a public Internet based site-to-site VPN between the Regional office and each country office (see appendices 4(a) and 4(b)) for details).
- 1.19 SAT is committed to open standards for the interconnection of systems.
- 1.20 Further details of SAT's general computing environment may be obtained from SAT's Coordinator for Information systems.

2. General Information for suppliers

Overall objectives

- 2.1 In developing the new system the following core objectives have been identified:
 - There should be one central database. Access to the database should be via the world wide web or VPN. This is aimed at ensuring that data quality control standards are adhered to.
 - The Operational and Functional requirements must be met.
 - Ensure accurate and effective conversion of all existing data to the new system;
 - promote secure, effective and flexible workflow in processing data;
 - provide enhanced integration of electronic information services;
 - possible integration (of the new system) with other SAT networked data systems like the MS SharePoint Portal and the Pastel Evolution Accounting System;
 - enhance the range of user-controlled, user-oriented services such as data export & import and reporting services;
 - minimise maintenance and other recurrent costs;
 - enable SAT to deal with increased workloads, with maximum efficiency and effectiveness.
 - Bandwidth is a challenge in some country offices. The system should have a way of keeping continuity in data capturing activities

when a site is off-line.

These are regarded as primary drivers. The new system will have to be seen to score highly against these criteria.

2.2 The criteria for approval will be:

- satisfactory evidence of financial affordability and viability
- Satisfactory evidence of technical base to undertake the project within the agreed time frame.
- Satisfactory evidence of support capability
- Existence of a convincing related customer base.
- acceptance of the SAT's terms and conditions for the project.
- assurance that the proposed system will cope with the scale of operation envisaged
- assurance that with appropriate training, SAT staff will be able to make minor changes to the system such as addition of new database fields.

2.3 For the chosen developer/supplier, there will be a period of detailed discussions and evaluation to investigate the capabilities of the proposed system. Demonstrations and functional tests of the new system will be conducted to SAT's satisfaction. The new system will be left with SAT for an agreed trial period for testing and evaluation.

Evaluation criteria

2.4 The award criteria are as follows: economically most advantageous in terms of price, delivery date, running costs, quality, aesthetic and functional characteristics, technical merit, trade references, after-sales service and technical back-up. In interpreting these criteria SAT will be placing special emphasis on the overall objectives stated in section 2.1 above. Therefore, the cheapest proposal will not necessarily be chosen.

Disclaimer

2.5 Whilst every effort has been made to give developers/suppliers an accurate description of the requirements, SAT cannot accept responsibility for a developer/supplier's wrong assessment/ interpretation of these requirements – where necessary, clarification must be sought.

2.6 Whilst SAT will endeavour to adhere to the requirements outlined, it should be noted that changes may become inevitable as the project progresses. Such will be notified to the developers/suppliers and their implications understood and accepted by both parties.

3. Information required from suppliers

General

- 3.1 Developers/Suppliers *must* provide a brief management summary describing the solution proposed and highlighting its most important features with a summary of the total cost.
- 3.2 Developers/Suppliers *must* also indicate how their proposed system matches the detailed functionality described in this specification as follows :
- *YES* : system will meet specification exactly.
 - *YES-E* : specification will be catered for but not exactly.
 - *YES-F* : specification is not catered for but will be developed later.
 - *NO* : specification will not be met.
- 3.3 Except where explicitly stated below, every paragraph number and associated items *must* be ticked to indicate whether the supplier/ developer has provided the requested information or the proposed system does or does not comply with the functional requirement as stated in the corresponding paragraph in this specification. This applies to both "must" and "should" requirements.
- 3.4 Where further information is to be given which is too extensive to be entered in the grid, the supplier/developer *must* provide that information as a separate document identified by the appropriate paragraph number from the specification. Suppliers/Developers are not required to describe in detail existing functionality which matches the specification, except where stated.

Costing

- 3.5 Developers/Suppliers *must* provide details of all costs in US dollars or ZAR for the proposed system under the headings below. All costs must be itemised, and must show separately annual licensing and maintenance charges (where applicable).
- Requirements Analysis, Verification and Confirmation
 - System Design
 - System Development, testing and documentation
 - System Installation (including all data migration, system setup, documentation and training)
 - Post-installation work (including necessary data editing or enhancement)
 - Post-implementation support services.
 - End-user training
 - Technical Staff Training.
 - Special Hardware and Software.

Software support

- 3.6 Software support *must* include a telephone help line service during normal

- office hours.
- 3.7 Developers/Suppliers *must* give details of how each of the following are handled for the new system software:
 - software fault reporting
 - fault response and resolution procedures
 - 3.8 Developers/Suppliers *must* state their policy towards SAT arranging its own operating system software maintenance.
 - 3.9 Developers/Suppliers *must* provide information about software development methodologies and strategies.

Data migration

- 3.10 Developers/Suppliers *must* produce evidence that they are able to handle migration of data successfully, with names of reference sites.
- 3.11 SAT may wish to take advantage of this opportunity to change the structure, coding or content of its existing data. Developers *must* comment on their attitude to such a proposal and outline likely costs.
- 3.12 Developers/Suppliers *must* state their timetable for providing a working data set for testing data migration, the maximum number of records to be included, and the time given for evaluation.
- 3.13 If necessary, Developers/Suppliers *must* undertake to devise strategies with the SAT's MIS unit to handle the migration of the data to the satisfaction of SAT.

Implementation

- 3.14 Developers/Suppliers *must* supply their detailed timetable for a live service to be fully implemented by the agreed dates.
- 3.15 Developers/Suppliers *must* indicate their overall strategy for managing implementation and the responsibilities they expect SAT to take.
- 3.16 Developers/Suppliers *must* state their requirement for access and facilities during commissioning and acceptance phases.

Training

The developer/supplier is required to give appropriate training to technical computer staff and end-users.

- 3.17 Developer/Supplier *must* give details of the training appropriate, including each of the following:
 - the overall training strategy
 - the scope, format and location of supplier training sessions
 - the availability of a training database as early as possible during implementation
 - the costs of training
 - the options for further training following implementation

However, comprehensive documentation of the system is required to help staff to master the system

Documentation

Comprehensive documentation is required for staff at all levels to work with and use the system effectively.

- 3.18 Developer/Supplier *must* produce adequate and detailed documentation for the system. This *must* include end-user and system management documentation, ER diagrams, the full system data dictionary (with entity & attribute descriptions, process descriptions etc).

4 General system design features

- 4.1 The system *must* have sufficient security features – For example functions should have restrictions i.e. there should be restrictions on who can create/delete/amend records / fields.

Central system hardware

- 4.2 Developers/Suppliers *must* provide details of any additional hardware which will be required to support the workload indicated in Appendix 3(a). Developers/Suppliers are to assume in configuring the initial system that activity will grow over five years in line with the projections given by SAT. Developers/Suppliers *must* note that SAT prefers to buy its own hardware and already has the hardware described in appendices 4(b) and 4(c).
- 4.3 Assuming continued expansions beyond that period at the specified rate, developers *must* state their estimate of the number of years after implementation before additional hardware will be required and indicate the nature of the necessary upgrade, with costs.
- 4.4 The system *should* offer a "black box" approach that requires minimal attention or intervention from end-user staff whilst in normal operation.
- 4.5 The system *must* be able to support a number of printers, including system printers via the network infrastructure(including the VPN and Intranet).
- 4.6 Any restrictions on printer location *must* be specified.
- 4.7 Connection of the system to the SAT network *must* be by either 10 or 100 Megabit/second Ethernet or suitable and authorised WAN connection.
- 4.8 The system *should* support remote access for diagnostic purposes.
- 4.9 The system is expected to have high availability and resilience. Developers/Suppliers *must* identify any critical elements in their proposal. Details of any options that could be included to improve the reliability of these elements *must* be given, with costs, together with the improvements they make to the estimated mean time between failures and/or the time taken to recover from failures .
- 4.10 The proposed solution *must* include suitable facilities for backing up the

system and ensure the security of the data. Developers/Suppliers *must* describe their proposed backup provision.

System software

- 4.11 The operating system *should* be Microsoft Windows Server 2003 for servers and Windows XP for workstations.
- 4.12 The Database Management System should be Microsoft SQL 2005 (later upgradable to 2008)
- 4.13 All end-user routine interaction with the system *should* be via suitable application software which eliminates the necessity for SAT staff to know about or use operating system commands and procedures.

Remote access arrangements

- 4.14 SAT prefers a web-based application but a client/server approach may also be considered:
 - 4.14.1 Developers/Suppliers *must* describe the options for client-server configuration, including details and costs of required client software.
 - 4.14.2 Developers/Suppliers *must* give details for the minimum configuration, and operating system, level, of a workstation in order for it to use any clients that form part of the proposal.
- 4.15 Sessions *should* be automatically logged-off after a defined period of inactivity.
- 4.16 Clients *must* operate over TCP/IP
- 4.17 Regarding Windows-based clients, developers/suppliers *must* state which Version of Windows is required. SAT prefers Windows XP
- 4.18 Internet Explorer is currently SAT's preferred Web browser. Developers/Suppliers *must* give details of any restrictions on the type of browsers that may be used to access the system (e.g. use of HTML extensions not yet in the official standard).

Other hardware

- 4.19 Developers/Suppliers *must* give details of their recommendations for specialized hardware such as barcode scanners; special printers etc.
- 4.20 Developers/Suppliers *must* provide reference sites with similar system configurations to demonstrate the above hardware requirements list, or state that they have no such sites.

System management

- 4.21 Developers/Suppliers *must* state how they expect the integrity of the system and its databases to be maintained by means such as backups and transaction logging, including each of:

- recovery from a disc or other catastrophic failure : automated recovery and manually driven recovery systems
 - transaction logging and security
 - security and recovery of any batch processes
 - actions required to verify the database following a system crash, and how long these are estimated to take
 - any limitations regarding the taking of backups, such as the system needing to be closed down i.e. backing up whilst system is in operation.
- 4.22 Developers/Suppliers *must* identify processes requiring overnight or batch updating.
- 4.23 Developers/Suppliers *must* state what other local tailoring facilities are available (i.e., functional software alterations and additions such as screen editing which are capable of implementation locally without supplier intervention), and any limitations placed on their use.
- 4.24 There *must* be provision for different levels of access and security control for system administration. Developers/Suppliers *must* state what controls are available and how they may be used to allow the administration of the system to be organised in a secure manner.
- 4.25 The system *must* be secure from unauthorised access, change or corruption via the Internet or any other supported access method. Developers/Suppliers *must* state how they propose to achieve this.
- 4.26 Developers/Suppliers *must* describe the facilities for producing total and selective outputs of the main database information, including details for the output media supported, printouts, CDs, directed links to PC software such as MS Office.

Multi-branch working

- 4.27 The system *must* be suitable for multi-branch operation to allow integration between the geographically separated SAT Offices. Each office has a site-to-site VPN connection with the Regional Office in Johannesburg
- 4.28 Functions *should* be tailorable to different policies and patterns of working at different branches.
- 4.29 Developers/Suppliers *must* indicate how the new system will facilitate multi-branch working in these circumstances.

System features

- 4.30 The proposed system hardware and software *must* allow SAT to meet all its obligations to users and staff under Health & Safety and Data Protection legislation and statutory regulations.
- 4.31 Developers/Suppliers *should* provide the following :
- an entity/attribute/relationship diagram of the database structure - including physical design diagrams
 - a list of default indexes and default database views
 - a detailed data dictionary for the system

- 4.32 Information created or amended in one module/system function *should* be available to others.
- 4.33 Data *must* be entered once only, irrespective of the number of modules/system functions which use it.
- 4.34 The system *should* offer a multitasking environment where the user may "navigate" from one task to another without necessarily completing and exiting from the current task. Developers must indicate which modules have interfaces which support multi-tasking.
- 4.35 The system *should* offer the ability to tab and page backwards, as well as forwards, when carrying out multi-step transactions.
- 4.36 Developers/Suppliers *must* state any limitations on the use of standard Windows-type features such as cut-and-paste.
- 4.37 The system *must* have audit-trailing facilities.
- 4.38 All SAT Offices report in at least 2 currencies – Local currency and USD. The system *must* allow for the currency conversions and, where monetary figures are involved, store the USD value, local currency value and the conversion rate and be able to report in both currencies.
- 4.39 The system *must* be able to cope automatically in situations where two or more users are attempting simultaneous amendment of records.

Interface

- 4.40 Windows interfaces *should* use Microsoft Windows user interface standards.
- 4.41 The system *should* have a consistent functionality regardless of interface.

Import and export of records

- 4.42 There *must* be a facility to import into the system from a variety of electronic sources – especially Infopath, CSV, excel, text and word based files in both batch and online modes.
- 4.43 Developers/Suppliers *must* describe the way in which such importation would work, any limitations, the data formats which are supported and the filtering mechanisms available.
- 4.44 There *must* be a facility to export records especially to MS Office programs like Excel and Word singly and in bulk (according to SAT-defined selection criteria) to a variety of output media and formats such as CSV and text.

Security Control

- 4.45 It *must* be possible to restrict access to the entire system and to individual functions by the use of passwords and privileges, and to assign different privileges to different categories of user (permitting, for example, a

restricted choice of transactions from within any module)

Communication

4.46 There *should* be facilities for routine notifications to users (e.g. system going down).

Training

4.47 The system *should* have meaningful on-screen prompts and help screens.

4.48 Help screens and prompts *should* be context-specific.

4.49 Sound and visual prompts *should* be available, under parameter control, on staff workstations when action is required.

4.50 Developers/Suppliers *must* describe their provision of self-directed training facilities, such as online help/tutorials

5. Management information

Inbuilt Management functions may include the following :

5.1 Historical records facility which allows transactions to be archived in a form suitable for subsequent retrieval and analysis.

5.2 Standard reports (e.g. statistical analyses) to be created and saved or alternatively download of data records(item, patron etc) for export to other databases/software for independent report generation.

5.3 Generation of numerical and financial counts, totals and sub-totals from any suitable field or group of fields.

5.4 Facilities for data transfer into other standard word-processing and spreadsheet packages, especially Microsoft Office, SPSS, indicating any limitations on such data transfer.

DESIRED FUNCTIONALITY OF THE SAT PARTNER CONTRACTS MANAGEMENT INFORMATION SYSTEM

SAT would like a system capable of supporting the following partner contracts management processes.

6. Ensuring an orderly flow of events/activities and handling of approval processes in the following Partnership Processes.

6.1 Do Organizational Rapid Assessment.

Rapid assessment is an exercise used by SAT officers to quickly determine the suitability of an organization for partnership with SAT. Usually, potential partners are small but upcoming Community Based Organizations with capacity development needs.

6.2 Do Organizational Baseline Assessment.

A Baseline Survey is an exercise used by SAT officers to more accurately determine the suitability of an organization for partnership with SAT. Usually, it is preceded by a successful Rapid assessment exercise. Potential partners are small but upcoming Community Based Organizations with capacity development needs. The baseline survey more accurately determines these needs.

6.3 Develop and Implement New Partner Contract.

New Partner Contract involves getting more information not captured in 6.1 and 6.2 about an organization and developing a suitable budget for the assistance the prospective partner needs plus a set of conditions to govern the partnership relationship.

6.4 Renew Existing Partner Contract.

Renewal of a contract involves creating a budget and conditions for extension or renewal of a current contract through some approval processes.

6.5 Terminate Partner Contract.

A running contract can be terminated prematurely by either SAT or the partner concerned and usually results from violation of contract terms and conditions.

6.6 Revise Existing Partner Contract Budget.

This is a review of a partner's budget during a contract. It usually happens when a partner realises the need for additional funds not catered for in the current/running budget.

6.7 Disburse Payment for existing Partner.

This is the process of making a payment to a partner in line with agreed budgets.

- 6.8 Graduate Partner.
When a partner's competency has been satisfactorily developed, SAT graduates the partner. To do this, SAT first does some capacity assessments using well defined tools. The results of these assessments determine if the partner can be graduated or not.
- 6.9 Conduct Partner Monitoring Visit.
Monitoring visits are visits made by designated SAT staff to partner sites during which checks are made on the work and progress being made by the partner. Monitoring visits can be financial or programming. SAT staff produce a report from every monitoring visit they make.
- 6.10 Do Partner SOCAT (Interim/Graduation/Contract Renewal)
SOCAT means SAT Organizational Assessment Tool. It is a tool used by SAT to assess levels of organizational development in various areas in an organization – a prospective partner or a partner already in contract. The tool is specially designed meet SAT's assessment needs.
- 6.11 Do Partner SATCOMP(Interim/Graduation/Contract Renewal)
SATCOMP means SAT Community Competence. It is another tool used by SAT to assess the competence of an organization in various areas as defined by the parameters of the tool.
- 6.12 Partner CABA data collection.
CABA means Children Affected By AIDS. CABA data is statistical data collected by SAT staff from partners at defined time periods – usually quarterly. SAT staff don't have to go to partner sites to get this data and sometimes receive it as Excel spreadsheets.
- 6.13 Process periodic partner report submission.
Partners are required to submit reports – usually financial to the SAT office in the country they operate. SAT keeps a record of these submissions.

7. Capturing and processing of data generated from the above processes.

- 7.1 Organization's Rapid Assessment Report data.
Rapid Assessment report would normally consist of the following data which must be stored on a database for future reference and generation of reports.
- Country (MAL=Malawi, MOZ=Mozambique etc)
 - Province(within that country)
 - Name of Organization
 - Organization's Historical background.
 - Any previous assessments? If yes, when?
 - Rapid assessment Reference number . This should be unique and

should be automatically generated by the system and takes the format RA/ccc/yyyy/nnnn, where 'ccc' is a country code like 'ZIM' for Zimbabwe, 'yyyy' is the year in which the rapid assessment will have been conducted, and nnnn a sequentially allocated number for that country for that year i.e. Malawi will have numbers from 1 onwards for 2009 and similarly, Mozambique will have numbers from 1 onwards for 2009 etc.

- Organization Registration Status
- Date of Rapid Assessment Exercise
- Rapid Assessment conducted by (SAT Officer)
- Governance Check Indicator(Y/N)
- Community Base and Local Control Check (Y/N)
- Causes and Effects of HIV and AIDS check (Y/N)
- Programmes and Activities Check (Y/N)
- Beneficiaries Check (Y/N)
- Objectives and Vision Check(Y/N)
- Coverage and Catchment Area Check (Y/N).
- Finance Issues Check (Y/N)
- Human Resources Check (Y/N).
- Recommendations.
- Recommendations Indicator.
- Country Office Approval By
- Country Office Approval Date
- Regional Office Approval By
- Regional Office Approval Date
- URL of electronic copy of detailed Rapid Assessment Report

In appendix 2(a) is a sample form that would be used to collect and compile data and information for a Rapid Assessment report.

7.2 Organization's Baseline Survey Report Data.

A baseline report consists of a detailed narrative report and another part which is a SOCAT. The following are the details of the SOCAT part which should be stored on a database :

- Fiscal Year
- Quarter
- Country (MAL=Malawi, MOZ=Mozambique etc)
- Province(Optional)
- Name of Organization
- Organization's Historical background(from Rapid assessment).
- Baseline Survey Reference number . This should be unique and should be automatically generated by the system and takes the format SOCAT/ccc/yyyy/nnnn, where 'ccc' is a country code like 'ZIM' for Zimbabwe, 'yyyy' is the year in which the rapid assessment will have been conducted, and nnnn a sequentially

allocated number for that country for that year i.e. Malawi will have numbers from 1 onwards for 2009 and similarly, Mozambique will have numbers from 1 onwards for 2009 etc.

- SOCAT Type (B=baseline, M=Mid-term, R=Renewal, G=Graduation)
- Strategic and Operational Comment
- Volunteer Management Comment
- Governance Comment
- Resource Mobilization Comment
- Learning and Sharing
- Advocacy and Networking Comment
- Planning, Monitoring and Reporting Entries
- General Human Resources Entries
- Volunteer Management Entries
- Governance Entries
- Resource Mobilization Entries
- Learning and Sharing Entries
- Advocacy and Networking Entries
- Additional Information/Remarks
- Conducting Officer
- Report Date
- Recommendations.
- Recommendations Indicator.
- Country Office Approval By
- Country Office Approval Date
- Regional Office Approval By
- Regional Office Approval Date
- URL of electronic copy of detailed Baseline Survey Report.

In appendix 2(b) is a sample form that would be used to collect and compile data and information for a Baseline Assessment report.

7.3 Details of Organization approved for Partnership Contract.(thereafter called a Partner). The following details about an organization approved for partnership should be stored onto the database.

Part 1

- Country (MAL=Malawi, MOZ=Mozambique etc)
- Partner ID (ccc-nnnn : ccc=country code, nnn= sequentially allocated number).
- Partner Class(Strategic/Implementing partner)
- Full Name of Organization
- Short name of organization
- Physical Address of Organization
- Postal Address of Organization
- Province

- City/Closest City in country.
- Phone Number
- Fax Number
- Mobile Number
- Telex number
- Email address
- Year of first contract
- Programme
- Contact Persons and their relationships to the organization (up to 3 for each organization)
- Previous TCA (Y/N)
- Status(Active/Inactive)
- Rural or Urban Partner ? (R=Rural, U=Urban)
- Banking Details(Bank Name, Branch name and code, Account Name and Account Number)
- Projected Graduation date.
- Description of the organization.
- Nested Partner (Y/N)
- Nesting Partner(Partner ID)

Part 2

Funding History

- Contract Number
- Start Date
- End date
- Amount (USD)

Part 3

Organization's Objectives Indicators

- Home Care (Y/N)
- Counselling (Y/N)
- Orphans/Children Affected By HIV/AIDS (Y/N)
- Peer education – sexually abused children/street children (Y/N)
- Peer education – children/youth (Y/N)
- Peer education – special groups(Y/N)
- Advocacy – gender /human rights (Y/N)
- Networking & Coordination (Y/N)
- Economic activities (Y/N)
- Clinical Care – HIV/STD (Y/N)
- Workplace Intervention (Y/N)
- Other (Y/N)

Part 4

Sources of Funding(Upto 10) : For each capture the following

- Name of organization.

- Source Category (SAT/National/International Donor/ National Donor/Locally raised/Other)
- Funding Amount (in USD).

Part 5

Proposed Project

- Project ID- unique – to be automatically generated by the system and in numeric – up to 3 digits.
- Project name.
- Project Objective(s) - narrative
- Project Description
- Project Beneficiaries.
- Project History
- Project Remarks

Part 6

SAT Funded Activities

Part 7

Any note to file against partner.

- Date note logged
- Note Detail.
-

Part 8

Partner Contract Details

- Contract Type (CDC=capacity development contract, SWW=school without walls contract)
- New / Renewal Indicator
- Contract Status
- Renewal Reason Code
- Associated Project
- Associated Fiscal Year
- Date Contract submitted by SAT CPO.
- Year of First Contract
- Date Contract Proposal Received
- Duration of Contract
- Planned start date
- Actual Start date
- Actual End Date
- Expected end date
- Extended end date
- Contract Number – to be automatically generated by the system and takes the format ccc-ttt-yyyy-nnn (ccc=country code, ttt=contract type values CDC or SWW), yyyy=year, nnn=a sequential number for that year for that country)
- Contract value

- Contract Total Budget
- Total Budget considering other sponsors
- Contract completion date
- Contract extension.
- Extension Date
- Contract end reason
- Contract special conditions (Narrative)
- Responsible SAT Officer
- Programme (ZIM, MAL, ZAM, MOZ, TAN)
- Remarks/Notes
- Contract Submission checklist(organization chart, SOCAT Report, etc)
- Contract Technical Approval By
- Contract Technical approval on (date)
- Contract Management Approval By
- Contract Management Approval on (date)
- Contract Ready For Printing?

Part 9

Contract Budget Details

- Budget Category
- Budget Item Number
- Budget Description
- Budget USD Amount
- Exchange Rate(to local currency)
- Budget Local Currency Amount

In appendix 2(c) is a sample form that would be used to collect and compile data for drawing up a partner contract.

- 7.4 Partner Contract Budget Details. These are usually stored as part of 7.3 (above).

Contract Budget Details

- Budget Category
- Budget Item Number
- Budget Description
- Budget USD Amount
- Exchange Rate(to local currency)
- Budget Local Currency Amount

- 7.5 Details of a disbursement to a partner.

- Partner Name
- Country
- Fiscal Year (system generated)
- PDO Number

- Contract Number
- Reference number (This can be a cheque number).
- Description (e.g. Initial Payment, Final Payment, Additional, Interim etc).
- Payment Date
- Date of this transaction.
- Payment amount.
- Exchange rate

7.6 Partner SATCOMP Data.

- Fiscal Year
- Quarter
- Country (MAL=Malawi, MOZ=Mozambique etc)
- Province(Optional)
- Name of Organization
- Reference number . This should be unique and should be automatically generated by the system and takes the format SATCOMP/ccc/yyyy/nnnn, where 'ccc' is a country code like 'ZIM' for Zimbabwe, 'yyyy' is the year in which the rapid assessment will have been conducted, and nnnn a sequentially allocated number for that country for that year i.e. Malawi will have numbers from 1 onwards for 2009 and similarly, Mozambique will have numbers from 1 onwards for 2009 etc.
- SATCOMP Type (B=baseline, M=Mid-term, R=Renewal, G=Graduation)
- Strategic and Operational Comment
- Volunteer Management Comment
- Governance Comment
- Resource Mobilization Comment
- Learning and Sharing
- Advocacy and Networking Comment
- Planning, Monitoring and Reporting Entries
- General Human Resources Entries
- Volunteer Management Entries
- Governance Entries
- Resource Mobilization Entries
- Learning and Sharing Entries
- Advocacy and Networking Entries
- Additional Information/Remarks
- Conducting Officer
- Report Date
- Recommendations.
- Recommendations Indicator.
- Country Office Approval By

- Country Office Approval Date
- Regional Office Approval By
- Regional Office Approval Date
- URL of electronic copy of detailed SATCOMP Report

In appendix 2(d) is a sample form that would be used to collect and compile a SATCOMP report.

7.7 Partner SOCAT Data.

- Fiscal Year
- Quarter
- Country (MAL=Malawi, MOZ=Mozambique etc)
- Province(Optional)
- Name of Organization
- Reference number . This should be unique and should be automatically generated by the system and takes the format SOCAT/ccc/yyyy/nnnn, where 'ccc' is a country code like 'ZIM' for Zimbabwe, 'yyyy' is the year in which the rapid assessment will have been conducted, and nnnn a sequentially allocated number for that country for that year i.e. Malawi will have numbers from 1 onwards for 2009 and similarly, Mozambique will have numbers from 1 onwards for 2009 etc.
- SOCAT Type (B=baseline, M=Mid-term, R=Renewal, G=Graduation)
- Strategic and Operational Comment
- Volunteer Management Comment
- Governance Comment
- Resource Mobilization Comment
- Learning and Sharing
- Advocacy and Networking Comment
- Planning, Monitoring and Reporting Entries
- General Human Resources Entries
- Volunteer Management Entries
- Governance Entries
- Resource Mobilization Entries
- Learning and Sharing Entries
- Advocacy and Networking Entries
- Additional Information/Remarks
- Conducting Officer
- Report Date
- Recommendations.
- Recommendations Indicator.
- Country Office Approval By
- Country Office Approval Date
- Regional Office Approval By

- Regional Office Approval Date
- URL of electronic copy of detailed SOCAT Report

A SOCAT report takes the format shown in appendix 2(b) .

- 7.8 Partner Budget Adjustment Data.
Budget changes/adjustments are made via suitable budget journals.
Fields for adjustment journals will include
- Fiscal Year
 - Transaction Date
 - Transaction Type
 - Reference
 - Description
 - USD Amount
 - Exchange Rate
 - Local Amount.
- 7.9 Partner Monitoring Visit Report Data.
- Fiscal Year
 - Report Type(Financial/Programming/Other)
 - Report Description
 - Report submission date
 - Report checked by
 - Report checked on(date)
 - Report approved by
 - Report approved on(date)
 - Approval Comments
- 7.10 Partner Contract Renewal data.
- Contract Renewal SOCAT Report.
 - Contract Renewal SATCOMP Report
 - Contract Renewal Budget.
 - Renewal Approval Remarks from country.
 - Renewal Approval Remarks from regional office.
 - Renewal Contract start and end dates.
- 7.11 Partner Contract Termination Data.
- Effective date of suspension/termination.
 - Make a “Notes to file” entry for partner
 - Reason for suspension/termination.(maybe a code)
 - Remarks.
- 7.12 Partner Contract Graduation Data.
- Contract Graduation SOCAT Report
 - Graduation Approval Remarks from country.

- Graduation Approval Remarks from regional office.
- Graduation date.

7.13 Partner CABA data.

- Fiscal Year
- Quarter
- Country (MAL=Malawi, MOZ=Mozambique etc)
- Province(Optional)
- Name of Organization
- Reference number . This should be unique and should be automatically generated by the system and takes the format CABA/ccc/yyyy/nnnn, where 'ccc' is a country code like 'ZIM' for Zimbabwe, 'yyyy' is the year in which the rapid assessment will have been conducted, and nnnn a sequentially allocated number for that country for that year i.e. Malawi will have numbers from 1 onwards for 2009 and similarly, Mozambique will have numbers from 1 onwards for 2009 etc.
- CABA Type.
- CABA 1 Register count for females.
- CABA 1 Register count for males.
- CABA 2 Register count for females.
- CABA 2 Register count for males.
- CABA 1 Other Responses count for females.
- CABA 1 Other Responses count for males
- CABA 2 Other Responses count for females
- CABA 2 Other Responses count for males.
- CABA Counselling 1 count for females
- CABA Counselling 1 count for males
- CABA Counselling 2 count for females.
- CABA Counselling 2 count for males.
- CABA Home Based Care 1 count for females
- CABA Home Based Care 1 count for males
- CABA Home Based Care 2 count for females.
- CABA Home Based Care 2 count for males.
- SAT Officer Collecting Data(Name and Employee Code)
- Report Date
- Remarks/Comments.
- Country Office Approval By
- Country Office Approval Date
- Regional Office Approval By
- Regional Office Approval Date
- URL of electronic copy of detailed CABA Report

In appendix 2(e) is a sample form that would be used to collect and compile a CABA report

Please note that the above list of data fields is not exhaustive. More may be identified and defined as the system is built.

8. The system must have facilities for authorized users to amend, query and search for the above data.

8.1 Search Examples

- Search for Partner records using key words in partner name.

8.2 Query Examples

- Query partner by name, partner ID, Contract number.
- Query baseline reports by organization name.
- Query Rapid assessment reports by organization name.
- Query SOCATs, CABAs, SATCOMPs by partner name or ID.

8.3 Amendment Examples.

9. Using the above data to produce reports during and/or after the processes defined in paragraph 6. The following are some of the reports that will be required.

9.1 From Rapid Assessments.

- An organization's Rapid Assessment Report with all the details captured in 6.1.
- Summary list of all Rapid assessments for a particular country / Fiscal Year
- List of successful/unsuccessful rapid assessments. Successful ones are those which result in a contract.
- Statistical summaries for rapid assessments (country / year / successful / unsuccessful).

9.2 From Baseline surveys.

- An organization's Baseline Survey Report with all the details captured in 6.2.
- Summary list of all Baseline Surveys for a particular country / Fiscal Year
- List of successful/unsuccessful baseline surveys. Successful ones are those which result in a contract.
- Statistical summaries for baseline surveys (country / year / successful / unsuccessful).

9.3 From the Partner Contract development process.

- Technical Approval Report as in attachment **appendix 3(a)**.
- Management Approval Report as in attachment **appendix 3(b)**.
- Partnership Agreement as in attachment **appendix 3(c)**.
- Agreed Project Budget as in attachment **appendix 3(d)**.

- Summary list for a particular country /year – **format to be decided**
 - Statistical summaries –**formats to be decided.**
- 9.4 From Contract Renewal.
- List of all partners due for contract renewal.
 - List of Partners whose contracts were renewed in a specified time period.
- 9.5 From Contract Termination.
- List of Partners whose contracts were terminated in a specified time period.
- 9.6 From Disbursements data
- List of all partners and their budget balances.
 - List of Partners owed money.
 - List of Partners paid in full.
 - Payments due in a specified time period. E.g. payments due in August.
 - Payments made during a specified period (year(s) / month(s) etc).
- 9.7 From Partner graduation and associated data.
- Graduation letter.
 - Graduation Report.
 - List of graduated partners (for a given year, country etc).
- 9.8 From monitoring visits data.
- Summary of monitoring visits to a given partner over a specified period of time.
 - Summary of monitoring visits undertaken in a country.
 - Statistical count of monitoring visits by type (programming/ financial), country, all of SAT, partner.
- 9.9 From SOCAT Data.
- Partner's SOCAT profile over for a given time period for all areas assessed or just selected areas.
 - A selected SOCAT report for a given partner.
 - Statistical Report on SOCATs for a selected country/province (count of scores in selected areas, all areas; how many partners made a particular score in a particular assessment area; how many partners have matured etc).
 - Report on missing SOCATs (all or selected Partners).
 - Summary of a partner's SOCAT submissions.
- 9.10 From SATCOMP Data.
- Partner's SATCOMP profile over for a given time period for all

- areas assessed or just selected areas.
- A selected SATCOMP report for a given partner.
- Report on missing SATCOMP (all or selected Partners).
- Summary of a partner's SATCOMP submissions.

9.11 From CABA Data.

- Partner's CABA profile over for a given time period for all areas assessed or just selected areas.
- A selected CABA report for a given partner.
- Statistical Report on CABAs for a selected country/province (count of scores in selected areas, all areas)
- Report on missing CABAs (all or selected Partners).
- Summary of a partner's CABA submissions.

9.12 From partner reports data.

- Partner who have not submitted reports for a given month.
- Partner's last/most recent report submission.
- Partner's report submissions for a given year.

10. **Fixed Data Processing.**

10.1 Enter fixed data onto the system.

Fixed data is data which does not usually change during the life of a system. It usually defines some important parameters used for structuring the system. The system should allow for entry of the following fixed data items.

- Country
- Province
- City
- Fiscal Year
- Quarter
- Activity Type
- Programme Phase
- Programming Objectives Catalogue
- Thematic Group
- Programme
- Contacts Group
- Contact

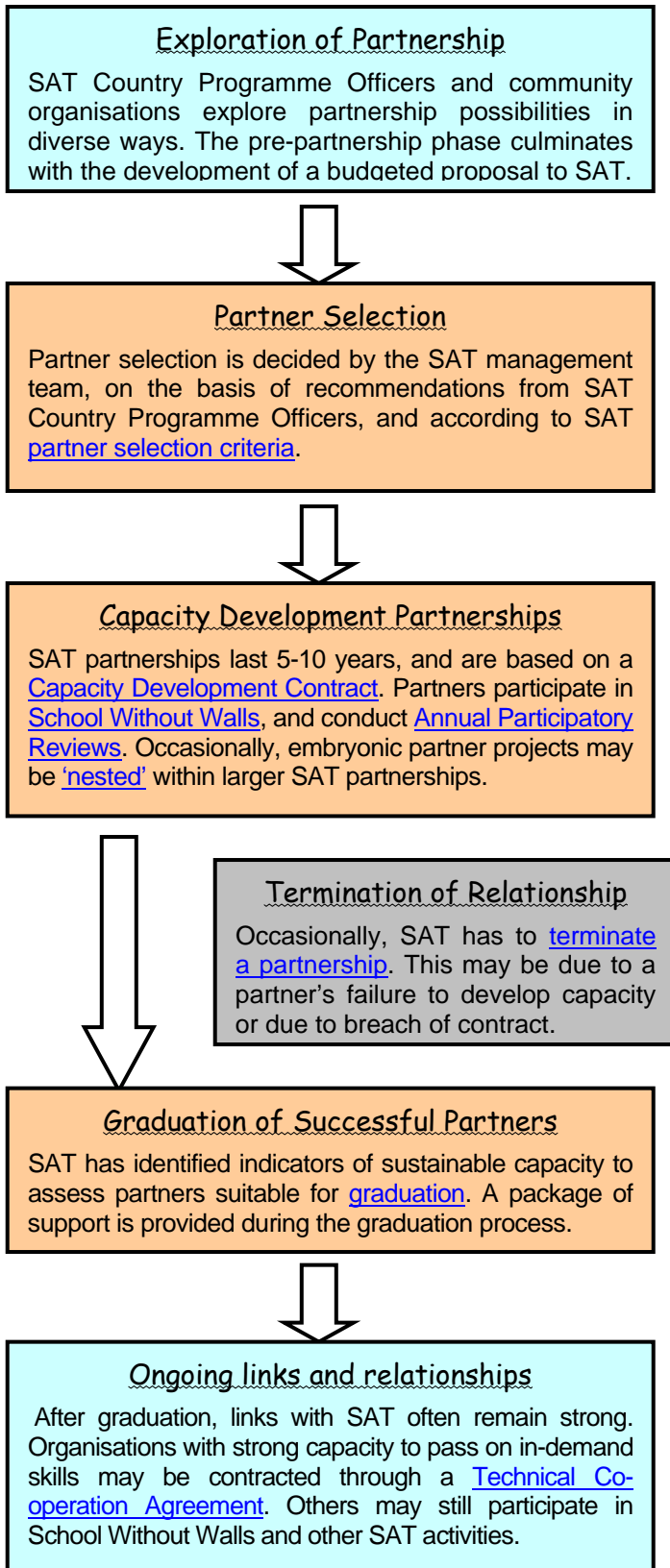
10.2 Query, Amend, Print Fixed data.

The system should allow authorized persons to query, amend and even print the above fixed data items.

Attributes associated with the above items will be specified when system construction starts.

11. **Integration with existing systems – mainly Pastel Evolution accounting system and SAT's Microsoft SharePoint based portal.**
12. **Data export to other systems such as excel, CSV files, PDF files, MS work files/templates..**
13. **Ability to add on processes and database fields as may be required.**
14. **Production of about 10 special Management Reports. Details of these will be provided during the system building process.**

Appendix 1: THE SAT PARTNERSHIP PROCESS



Appendix 2(a)
SAT Rapid Assessment Report Submission Form

1 Organization's Details.

Organization's name : Country : Province (within that country) : Organization's Registration Status : Has an assessment been done before?(Y/N) :

2 Organization Description/Historical Background.

--

3 Organization's Programming Activities.

--

4 Finance Check.

--

5 Assessment Check List

Governance Check		Coverage	
Community base and Local control		Finance	
Causes and Effects of HIV?AIDS		HR Issues	
Programmes and Activities			
Beneficiaries			
Objectives and Vision			

Appendix 2(a) (continued)

6 Summary and Recommendations.

--

7 Assessment Sign-Off.

7.1 Country Approval/Sign-Off

Country Approval By : Date :
Remarks :

--

7.2 Regional Office Approval

Regional Office Sign off by :Date.....
Remarks :

--

Rapid Assessment : Date

Appendix 2(b)

SAT SOCAT REPORT TEMPLATE

SOCAT Report Type :(Baseline, Renewal, Graduation, Interim)

Fiscal Year :Quarter : Reference

Country : Code:.....Name :

Partner Organization Name :

If partner already in Contract, Partner IDPartner Contract No.

Key Issues (summary of findings)

1. **Strategic and operational planning**

2. **Volunteer management**

3. **General human resources**

4. **Governance**

5. **Resource mobilisation and management**

6. **Learning and Sharing**

7. **Advocacy and networking**

Appendix 2(b) (continued)

Overall assessments

Assessment areas	Capacity Assessment
<u>Planning and reporting:</u> Long term 3-5 year strategic plan and systems of regular review and updating in place	
<u>Volunteer management</u> Systems for recruiting, training, managing and retaining volunteers in place.	
<u>General human resources</u> General human resources system (recruiting, training, salary and appraisals) established and operational.	
<u>Governance</u> Governance structures (role of board, director/management team, and governance systems) in place.	
<u>Resource mobilisation and management</u> The organisation has established systems for mobilising resources to meet the needs of the organisation and its work.	
<u>Learning and Sharing</u> The organisation has demonstrated ability to translate skills acquired through SWW into programming	
<u>Advocacy and networking</u> The organisation's advocacy and networking activities effectively link issues of HIV and gender equality, human rights or child rights.	

Appendix 2(b) Continued.

1) Planning, monitoring and reporting

Question	Answer	Comment
1.1 Have you got a written strategic plan for the next 3-5 years? (<i>if "NO" then jump to 1.7</i>)		
1.2 Does the strategic plan set goals and measurable objectives?		
1.3 Does the strategic plan identify performance indicators to measure progress towards goals and objectives?		
1.4 Do you periodically review the strategic plan and revise it if necessary?		
1.5 When you developed your strategic plan did you consider the external and internal environment?		
1.6 Do the board, staff, volunteers, beneficiaries and members of the community participate in the planning and review of the strategic plan?		
1.7 Do you have short-term workplans and budgets to ensure the accomplishment of the goals on time? (i.e. annual workplans or semi-annual workplans)		
1.8 Do you have a written vision statement that communicates your "future direction"?		
1.9 Do you have a written mission statement that communicates your fundamental purpose, values and community served?		
1.10 Is/was there wide participation in the development of the vision and mission statements? (i.e. involvement of board, staff, volunteers, stakeholders, beneficiaries and other community members)		

1.11	Are your programmes and activities consistent with your organisation's mission and strategic plan?		
1.12	Has a needs assessment been conducted for each of your programmes or activities?		
1.13	Do you have a clearly defined catchment area for your work?		
1.14	Do you have guidelines or criteria to identify the vulnerable groups you want to work with?		
1.15	Are you working towards establishing comprehensive programmes to meet the needs of your community?		
1.16	Do you regularly monitor your programmes and activities? (what tools are used? Do you disaggregate the data?)		
1.17	Do systems exist for recording and filing information?		
1.18	Do you regularly evaluate the quality and appropriateness of your programmes and activities?		
1.19	Have programme staff been trained in gender awareness / gender mainstreaming?		
1.20	Are your programmes and activities designed, monitored and evaluated from a gender perspective?		
1.21	Have you formed strategic alliances with any organisation to improve your services or capacity?		
1.22	Do you have written policies and procedures governing your assets and infrastructure?		
1.23	Do you have a detailed inventory of your assets?		
1.24	Is/was there wide participation in		

programme reporting?		
1.25 Do your reports meet the information needs of their target audience?		

2) General human resources

Question	Answer	Comment
2.1 Do you have a written personnel policy that is regularly reviewed and updated? (i.e. recruitment, hiring, termination, standard work conditions, salary scales, job descriptions, duties and reporting relationships for all staff)?		
2.2 Does your recruitment policy and practise promote gender balance & gender equality?		
2.3 Does your recruitment policy and practise promote the greater involvement of people living with HIV and AIDS?		
2.4 Do staff employed by the organisation have appropriate qualifications and/or experience?		
2.5 Do staff demonstrate expertise in their specific work areas?		
2.6 Do staff have appropriate skills in monitoring and evaluating their programmes and activities?		
2.7 Does the organisation conduct performance appraisals at least annually?		
2.8 Have you got an on-going process of staff development?		
2.9 Is there effective communication within your organisation?		
2.10 Does your organisation effectively communicate with other organisations?		

Appendix 2(b) (Continued)

3) Volunteer management

Question	Answer	Comment
3.1 Do you have a written statement explaining why you work with volunteers?		
3.2 Do your organisational policies cover volunteers?		
3.3 Have you developed job descriptions for your volunteers?		
3.4 Do you provide initial and on going training for volunteers?		
3.5 Is the work of volunteers monitored and evaluated on a regular basis?		
3.6 Do you recognise the contribution made by volunteers?		
3.7 Do you encourage meaningful participation from volunteers? (i.e. consultation, involvement in planning, getting their ideas and feedback)		
3.8 Are you able to design and organise the work of volunteers to take into account their other time commitments?		
3.9 Does the volunteer selection process take into account the diversity of the community and appropriate gender balance?		

Appendix 2(b)(continued)

4) Governance

Question	Answer	Comment
4.1 Do you have formal registration?		
4.2 Do you have a Board? Is it elected or appointed? (N.B. some might call it an Executive Committee) <i>(if "NO" then jump to section 5 on resource mobilisation)</i>		
4.3 Are the roles of the Board and director/management team clearly defined and well understood?		
4.4 Does the Board reflect a cross-section of your community (i.e. stakeholders, both sexes, diversity in age, economic status, culture, geographic area served and skills/expertise)?		
4.5 Do you have a constitution? (i.e. how and when notices for board meetings are made, how members are elected /appointed, terms of office for officers/members, removal of ineffective board members from the board and a stated number of board members to make up a quorum which is required for all policy decisions)		
4.6 Does the Board regularly review financial and programme reports?		
4.7 Does the Board approve revisions to the budget?		

Appendix 2(b)(continued)

5) Resource mobilisation and management

Question	Answer	Comment
5.1 Do you actively mobilise local resources (donations, subscriptions)?		
5.2 Do you actively mobilise national resources (NAC funds etc)?		
5.3 Do you actively mobilise international resources (donor contracts)?		
5.4 Do you have multiple funding sources?		
5.5 Have you got a fundraising strategy?		
5.6 Do you have any income generation activities that help to fund your organisation's programming?		
5.7 When you do annual budgeting, do you involve key staff outside of management?		
5.8 Are at least two signatures needed on all cheques drawn by the organisation?		
5.9 Do you have at least one trained accountant or bookkeeper?		
5.10 Are programme staff responsible for their own budget areas?		

Appendix 2(b)(continued)

6) Learning and sharing

Question	Answer	Comment
6.1 Have you been able to improve the quality of your programming as a result of School Without Walls activities? (How?)		
6.2 Have you used or adapted SAT publications to improve your programming?		
6.3 Through School Without Walls, have you built the skills base of your organisation (thereby reducing dependence on external skills)?		
6.4 Do you facilitate skills training for other organisations / groups? (i.e. local, national or regional levels?)		
6.5 Have you mentored or supported any other community groups? (How, which groups?)		
6.6 Have you documented your work for sharing with others?		

7) Advocacy and networking

Question	Answer(Y/N)	Comment
7.1 Do you support or train other organisations to link issues of HIV and gender equality, human rights or child rights?		
7.2 Do you lead or play a major role in national advocacy activities on HIV-related issues?		
7.3 Do you have an advocacy and networking strategy or plan?		
7.4 Do you produce materials that help to achieve your advocacy and networking goals?		

Appendix 2(b)(Continued)

8) Assessment Sign-Off

8.1 Assessor's Remarks :

--

8.2 Country Office Comments and Recommendations

Recommendations by :Date :
--

8.3 Regional Office Comments and Recommendations

Recommendations by :Date :
--

Assessment conducted by : Date :

Appendix 2(c)
SAT Partner Contract Develop and Submission Form

1 Partner Organization's Details.

Organization's name :Renewal/New Partner Country : Province : City : Year of First Contract : Planned Start date for new Contract Duration of Contract :(months) Full Contract Value :(USD) Current Year Budget :(USD)

2 Partner Organization Description.

--

3 Project Officers.

Name	Job Title

4 Project Signatories.

Name	Job Title

5 Main Objectives

Home Care		Advocacy – gender/hr	
Counselling		Networking & Coord	
Orphans		Economic Activities	
Peer Education – sexually abused children		Workplace intervention	
Peer Education – children/youth		Other	
Peer Education – special groups			

Appendix 2(c) (continued)

6 Funding History.

Contract	Start date	End date	Amount

7 SAT Funded Activities

--

8 Project Details.

<p>Project name : .</p> <p>Project Description :</p> <p>Context and Beneficiaries :</p>
--

9 Special Conditions.

--

10 Organization's Annual Budget and main sources of income

Source Type	Organizations/Programmes	USD Amount

11 Agreed Project Budget

Item number & description	Category	USD Amount	Exchange Rate	Local Amt

Appendix 2(c) (Continued)

12 Approval Checks : Management.

12.1 Country Check

Country Check By : Date :
Remarks :

12.2 Regional Office Checks

Project Contract Budget Attached :
Macro Credit Facility Check
Project on Micro Credit Fund :
Micro Policy Document Available :
Adequate Fund Records? :
Year Credit Fund was started :
Loan Recovery rate? :
Project Staff Salaries
Salary Increase requested :
If Yes , What percentage :
What percentage previously :
Remarks :
Contract Approved for cutting by : on :

Appendix 2(d)

SATCOMP REPORT TEMPLATE

SATCOMP Report Type :(Baseline, Renewal, Graduation, Interim)
Fiscal Year :Quarter :Reference :
Country: Code : Name :
Partner Organization Name :
Partner ID :

1 Overall community competence assessment

Activity	Data from the baseline (analysis of the key findings)
Mapping (sustainable) community resources	1
	2
	3
	4
	5
Solidarity and willingness to serve the community	1
	2
	3
	4
	5
Empowerment and skills	1
	2
	3
	4
	5

Comment:

Appendix 2(d)(continued)

2 Problem Tree: Insert picture of problem tree on this page (*At the bottom of the picture highlight any key issues or observations arising from the activity*).

Appendix 2(d)(continued)

3 Ladder of Empowerment

Community's assessment of where it feels it stands on the ladder		Comments: <i>(highlight key points emerging from the community's own assessment)</i>
Location before the introduction of the SAT partner organisations	(c)	(d)
Current location after the introduction of the SAT partner organisation	(e)	(f)

(Do not exceed this page)

Appendix 2(d)(Continued)

5 Assessment Sign-Off

5.1 Assessor's Remarks :

--

5.2 Country Office Comments and Recommendations

Recommendations by :Date :
--

5.3 Regional Office Comments and Recommendations

Recommendations by :Date :
--

Assessment conducted by : Date :

Appendix 2(e)

CABA, Counseling & Home Based Care : Partner Monitoring Form

Country :
 Partner Name :
 Partner ID :
 SAT Officer :

SAT Programme Phase :
 Fiscal Year :
 Quarter :
 Report Type : ...
 Report Date :

CABA INDICATORS	CABA 1 "Number of children affected by HIV and AIDS receiving support funded directly by SAT"	CABA2 : Number of children affected by HIV and AIDS supported by SAT partners (Regardless of funder, including SAT)	
CABA Register: "Ongoing in-depth relationships with specific individual children". E.g. orphan support, home based care counseling.	Definition : Cumulative total number of children that have been on the register of your programmes directly funded by SAT.	Definition : Cumulative total number of children that have been on the register of all your programmes (regardless of funder including SAT).	
	Males :	Females :	Males : Females :
Other Responses: "More occasional, more ad hoc or less in-depth relationships with children in groups (E.g. youth HIV awareness and prevention Programmes.	Definition: Record or estimate of total number of children reached by your activities of only those programmes directly funded by SAT	Definition: Record or estimate of total number of children reached by your activities of only those programmes directly funded by SAT	
	Males :	Females :	Males : Females :
Column totals for CABA indicators :	Males :	Females :	Males : Females :
COUNSELING INDICATORS	COUNSELING 1 "Number of people affected by HIV and AIDS receiving counseling funded directly by SAT".	COUNSELING 2 Number of people affected by HIV and AIDS receiving counseling supported by SAT partners (regardless of funder, including SAT)	
	Definition : Record the total number of people receiving counseling (of only those programmes directly funded by SAT)	Definition : Record the total number of people receiving counseling from all programmes (regardless of funder, including SAT)	
	Males :	Females :	Males : Females :
	HBC 1 "Number of people on home based care receiving support funded directly by SAT"	HBC 2 "Number of people on home based care supported by SAT partners (regardless of funder, including SAT)"	
	Definition : Record the cumulative Total number of people on home based care that have been on the register 9of only those programmes directly funded by SAT).	Definition : Record the cumulative Total number of people on home based care that have been on the register 9of only those programmes directly funded by SAT).	
	Males :	Females :	Males : Females :

Country Office Approval By : Date :

Regional Office Approval By :Date :



Appendix 3(a)

SAT Trust

1



Contract Review Form - Technical Approval

1. Funding history :

Contract	Funding (TSH)	Start Date	End Date (est.)
TZA-3-2002	48,500,000	1-Apr-2002	31-Mar-2003
TZA-87-2003			
TZA-91-2003		1-Apr-2003	31-Mar-2004
TZA-315-2005		1-Apr-2005	31-Mar-2006
TZA-464-2006	17,640,000	1-Apr-2006	31-Mar-2007

2. Partner organisation description:

Kimara Peer Educators and Health Promoters Trust fund is a registered non-governmental organisation, established in 1992 and officially registered in 1996. It is based in a low-income periphery outer Northwest Kinondoni district, Dar es Salaam Region. The project started with 8 community members working on voluntary basis, who began by conducting HIV prevention education and condom distribution to individuals at high risk. Initially, the major objective was to improve the community's knowledge and responsibility on HIV through peer education for positive behaviour change. With increased number of deaths from AIDS, the orphan support component, caring for the sick, counselling for positive living and the need of PLWHAs support groups became very important.

3. SAT funded activities (a brief description):

SAT funding contribution to Kimara in this contract will cover some administrative cost (office rent, security and some office running costs), pay allowance for volunteers and staff, material and nutritional support for 20 orphans. This support will contribute to building the capacity of Kimara to be able to work with the community of Kinondoni District to increase their competence in the response to the impact of AIDS pandemic. Currently the partner is at mature stage following the SOCAT Update conducted during the month of January 2006. SAT is just subsidizing in the areas where other donors have not supported or their contribution is very little.

4. Context and Beneficiaries

Kimara's activities cover 15 of the 27 wards in Kinondoni district. Kimara stimulates community involvement as currently there are 12 Community Based Information Sites (CBIS), which provide a greater opportunity for community participation in identifying community care and prevention teams (CCPTs) where community members take the lead in organising care, follow up of the sick and orphan support in their locations. Kimara's project activities are concentrated on the north-western area of Kinondoni district in Dar es Salaam region (total population 1,523,000). The primary beneficiaries are PLWHAs, orphans and vulnerable children.



Contract Review Form - Technical Approval

5. Main objectives/activities:

Home Care	<input checked="" type="checkbox"/>
Counselling	<input checked="" type="checkbox"/>
Orphans / Children affected by AIDS	<input checked="" type="checkbox"/>
Peer education - sexually abused children / street children	<input checked="" type="checkbox"/>
Peer education - children / youth	<input checked="" type="checkbox"/>
Peer education - special groups	<input checked="" type="checkbox"/>
Advocacy - gender / human rights	<input checked="" type="checkbox"/>
Networking & Coordination	<input checked="" type="checkbox"/>
Economic activities	<input checked="" type="checkbox"/>
Clinical care - HIV / STD	<input checked="" type="checkbox"/>
Workplace Intervention	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

6. Organisation annual budget and main sources of income in USD (estimate if necessary):

Source	Organisations / Programmes	Amount US\$
SAT Programme	Admin, prevention, care and support	24,745
National Government	Care and support	1,500
International Donor	Community based information sites - prevention and	50,000
National Donor	Prevention and care	1,700
Locally Raised Funds	PLWHAs IGAs	500
Other		

Total \$78,445

7. Special Conditions

Empty box for special conditions



Contract Review Form - Technical Approval

1-6 included in the Partner Information Sheet and Appendix to the Annual Report.

Appendix 3(b)



Appendix 3(b)

SAT

1

Contract Review Form - Management Approval

Partner: Family AIDS Caring Trust - Rusape **Date Submitted:** 21-Jul-2008

Project: Integrated Prevention, HBC & OVC Project

Country: ZIMBABWE

New/Renewal: Renew **New Partner:** No

Programme Officer: Max Mugabe

Year of 1st contrac 1994

Planned contract start date: 29-Jul-2008 **Full Contract Value:** ZWD 20,000 / USD 20,000

Full Duration of Contract: 12 Months **Current Year Budget:** ZWD 20,000 / USD 20,000

Attached documents:

Project contract budget Yes

Micro Credit facility:

Does the project operate a micro-credit fund? No

Is the partner's micro-credit policy document on file? No

Does the partner maintain adequate micro-credit fund records? No

In which year was the credit fund started?

What is the approximate loan recovery rate?

Project staff salaries:

Is the partner requesting salary increases? No

If Yes, what percentage increase is being requested?

What increase in salaries was awarded in the last contract? (if applicable):

To be completed by the Management :

Is this contract ready for cutting? Yes

If No, please indicate areas/pages to be amended

Management Approval sign off: _____ **Date:** _____

Appendix 3(c)

Appendix 3(c)



Southern African AIDS Trust

Consórcio da Africa Austral Contra a Sida

Supporting community responses to HIV and AIDS in Southern Africa

Partnership Agreement (CDC)

Project Name (1) Zonsene HIV and AIDS Project

Project Start Date: 1 December, 2008

Project Duration: 12 Months

Mr Maclean Sosono
Executive Director
Friends of AIDS Support Trust
Nsanje District Assembly Office
Nsanje Boma
MALAWI

Dear Mr Maclean Sosono;

It is our pleasure to send you this Partnership Agreement which outlines the basic conditions covering the above Project between the Southern African AIDS Trust (SAT) and Friends of AIDS Support Trust

, (hereafter referred to as the Project Partner).

This Agreement includes a Schedule of Reports, Schedule of Disbursements, Approved Project Budget for year one. The whole agreement comprises fourteen (14) pages.

The start date of the Project will be 1 December 2008.

SAT agrees to contribute up to USD 35,000 over 12 months for the implementation of the project. The validity of this contract is 15 months (includes reporting and close off).

The basic conditions of this Agreement are as follows :

1. The Project Partner agrees that SAT-contributed funds will be used only for the purposes indicated in the Agreed Project Budget and that the Project will not be modified without the prior written consent of SAT.
2. The Project Partner agrees to:
 - i) notify SAT in writing of any changes in the formal or legal structure or status of the Project Partner relating to the Project.
 - ii) notify SAT in writing of any changes in Project contact information and of changes in personnel.(for projects financed by SAT grants)
 - iii) submit the required reports on schedule and keep SAT well-informed of developments in the Project.
 - iv) submit to SAT , on a monthly basis, copies of invoices, receipts and vouchers covering all expenditure from the project bank account (see condition 3. below), along with the supporting bank statement, honoured cheques and credit/debit notes. This documentation must be submitted within 15 days of the end of the month.
 - v) retain copies of all Project receipts and financial records and reports available for inspection for a period of ten (10) years after the Project completion date.
 - vi) allow authorised SAT representative(s) to visit the organisation and the project site(s), to review documents pertaining to the Project including financial records, and to discuss the implementation of the Project with the relevant officers.
 - vii) report interest earned on the funds contributed to the Project by SAT , and use any interest earned for the purposes of the Project.
3. SAT requires that the Project Partner open a separate bank account into which only contributions from SAT are deposited. The Project Partner agrees to provide SAT with copies of the monthly bank statements issued on this bank account.

4. Within the budget, budget lines, except those containing salary, allowances and travel lines, may vary up to 20%. A budget line is a numbered item in the Agreed Project Budget. The Project Partner requires SAT's written prior permission for any increase of categories containing salary, allowance and travel lines.
5. Budget lines for salary, allowance and travel may be increased only with prior written permission from SAT. The Project Partner agrees to maintain accurate records of all travel, accommodation expenses, and per diem allowances, keeping complete copies of all receipts available.
6. The Project Partner will conduct an annual Participatory Review of the Project, involving as many of the Project participants as feasible. A report of each review will be submitted no later than the end of the tenth month.
(Applicable to Outcome(OC1) Partners only)
7. The Schedule of Disbursements in the attachment to this Agreement may be varied by SAT subject to the progress of the Project, or other considerations deemed relevant, and the Schedule of Reports may be adjusted accordingly. Such variations will be effected in consultation with the Project Partner.
8. In the event of contravention of the terms of this Agreement by the Project Partner, SAT reserves the right to suspend or terminate this Agreement. The Project Partner agrees to return any SAT funds disbursed to it and unexpended as of the date of the written suspension or termination notice.
9. Should the contribution of the Donors to SAT change in value, or should Donors decide not to renew sponsorship to SAT, this Partnership Agreement will be reviewed accordingly, and SAT may, by means of thirty (30) days' notice in writing terminate it. In the event of termination the Project Partner will have no claim against SAT except payment of expenses actually committed before the termination, less any sums previously paid on account.

10. Any special conditions will be detailed here:

FAST will keep all original documentation and submit to SAT copies on the 15th Day of the following month.

11. The appropriate officer of the Project Partner will sign both copies of this Agreement and return them to SAT for counter signature. A copy of the countersigned Agreement will then be returned to the Project Partner for future reference. Delay of more than 30 days in returning the copies signed by the Project Partner to SAT may invalidate this Agreement.

12. The Agreement should be stored and referred to as necessary. The Project Partner is responsible for keeping a reference copy.

13. Any notice to SAT or to the Project Partner will be effectively given if delivered or sent by recorded delivery letter or courier, addressed to:

The Country Programme Manager
Southern African AIDS Trust

The Project Partner:

Friends of AIDS Support Trust
Nsanje District Assembly Office
Nsanje Boma
MALAWI

14. SAT and the partner agree to co-operate on preventing corruption within and through the project and undertake to take rapid legal measures to stop, investigate and charge any party suspected on good grounds of corruption or other willful misuse of resources.

Reporting Plan

Partner Name: Friends of AIDS Support Trust

Project Name: (1) Zonsene HIV and AIDS Project

REPORT/FORM NAME	DATE DUE
<p>Project Workplan(s)</p> <ul style="list-style-type: none"> No later than the end of the first month of each project year 	<ul style="list-style-type: none"> Start Date + 30 days
<p>Monthly Financial Reports</p> <ul style="list-style-type: none"> Copies of all project financial invoices, receipts and vouchers, bank statement, honoured cheques and credit/debit notes for each month are due by the 15th of the following month (i.e. January report due by 15 February) The second disbursement and all scheduled subsequent disbursements (if applicable) are conditional on the financial reports for the months preceding the disbursement date having been submitted on time. 	<ul style="list-style-type: none"> 15th of each Month
<p>Narrative Reports</p> <ul style="list-style-type: none"> A narrative report summarising project activities, changes in the project or the partner structure as it impacts on the project, etc. etc. must be submitted every six months during the period the contract remains active. 	<ul style="list-style-type: none"> 1st report due during the 7th month following the contract start date the 2nd report and all subsequent reports due every six months thereafter
<p>Annual Participatory Review And Report</p> <ul style="list-style-type: none"> One Participatory Review of the Project must be conducted every twelve months during the period the contract remains active. 	<ul style="list-style-type: none"> schedule to be negotiated
<p>Annual External Audit Report</p> <ul style="list-style-type: none"> A full audit to be conducted by an external, independent and qualified auditor in accordance with International standards issued by the International Federation of Accountants (IFAC) 	<ul style="list-style-type: none"> Annually - three(3) months after the end of the contract.

Disbursement Plan

Partner Name: Friends of AIDS Support Trust

Project Name: (1) Zonsene HIV and AIDS Project

DISBURSEMENT	PLANNED AMOUNT	SCHEDULE
<p>First Disbursement</p> <ul style="list-style-type: none"> • Usually equal to 60% of the agreed current annual project budget • Disbursed in the first contract month. 		<ul style="list-style-type: none"> • 1st month
<p>Second (and every even numbered) Disbursement</p> <ul style="list-style-type: none"> • Usually equal to 40% of the agreed current annual project budget • Disbursed in seventh month of the contract. 		<ul style="list-style-type: none"> • 7th Month

<p>TOTAL VALUE of PLANNED DISBURSEMENTS</p>	<p>USD 35,000</p>
--	-------------------

This Agreement, valued up to USD 35,000 , has been executed by SAT and Friends of AIDS Support Trust by their duly authorised officers, whose signatures appear below :

FOR SAT :

_____ Date: _____

**FOR
Friends of AIDS Support Trust**

_____ Date: _____

If you have any questions about this Partnership Agreement or about the implementation of the Project, please do not hesitate to contact the SAT Office.

:

Appendix 3(d)

Appendix 3(d)

SAT 3

Agreed Project Budget

Project Name **Prevention, Care & Support for HIV/AIDS**
Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ADMINISTRATIVE EXPENSES	USD
1. ADMINISTRATIVE (SALARIES / ALLOWANCES)	
Administrative personnel Security Guard at Tshs 60,000 * 12 = Tshs 720,000 Secretary cum Cleaner at Tshs 60,000 * 12 = Tshs 720,000 Program Accountant at Tsh 80,000*12 = Tsh 960,000	2,041
Administrative volunteers	
Other administrative personnel, consultants	
2. OFFICE COSTS	
Rent, communications, supplies Office Rent at Tshs 250,000 * 12 = Tshs 3,000,000	2,551

Project Name **Prevention, Care & Support for HIV/AIDS**

Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ADMINISTRATIVE EXPENSES	USD
3. OTHER ADMINISTRATIVE COSTS	
Other Administrative Costs	
4. TRAVEL AND ACCOMMODATION	
Local travel	
In-country travel / accommodation	
Regional & international travel	

Project Name **Prevention, Care & Support for HIV/AIDS**Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ADMINISTRATIVE EXPENSES	USD
5. CONTINGENCY	
Allocated for audit	
Allocated for contingency	
SUB TOTAL : ADMINISTRATIVE EXPENSES	4,592
ACTIVITY EXPENSES	USD
6. ACTIVITY PERSONNEL (SALARIES / ALLOWANCES)	
Activity Personnel Project Coordinator at Tshs 150,000 * 12 = Tshs 1,800,000 Assistant Project Coordinator at Tshs 180,000 * 12 = Tshs 2,160,000 Peer Education Coordinator at Tshs 60,000 * 12 = Tshs 720,000 3 Counsellors at Tshs 100,000 * 12 * 3 = Tshs 3,600,000	7,041

Project Name **Prevention, Care & Support for HIV/AIDS**Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ACTIVITY EXPENSES	USD
Activity v olunteers 8 Peer Action Volunteers at Tshs 15,000 * 12 * 8 = Tshs 1,440,000 4 Home care Givers at Tshs 40,000 * 12 * 4 = Tshs 1,920,000	2,857
Other Activity Personnel	
7. PROJECT DESIGN ACTIVITY	
8. ANNUAL PARTICIPATORY REVIEW	
1 Day Meeting - 20 participants Transport allowance at Tshs 5,000 * 20 = Tshs 100,000 Lunch & Refreshments at Tshs 5,000 * 20 = Tshs 100,000	170

Project Name **Prevention, Care & Support for HIV/AIDS**Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ACTIVITY EXPENSES	USD
9. ACTIVITY	
Orphans Support Support to 20 Orphans and other vulnerable children in School materials, nutritional and medical support at Tshs 20,000 per child per year * 20 = Tshs 400,000	340
10. ACTIVITY	
11. ACTIVITY	

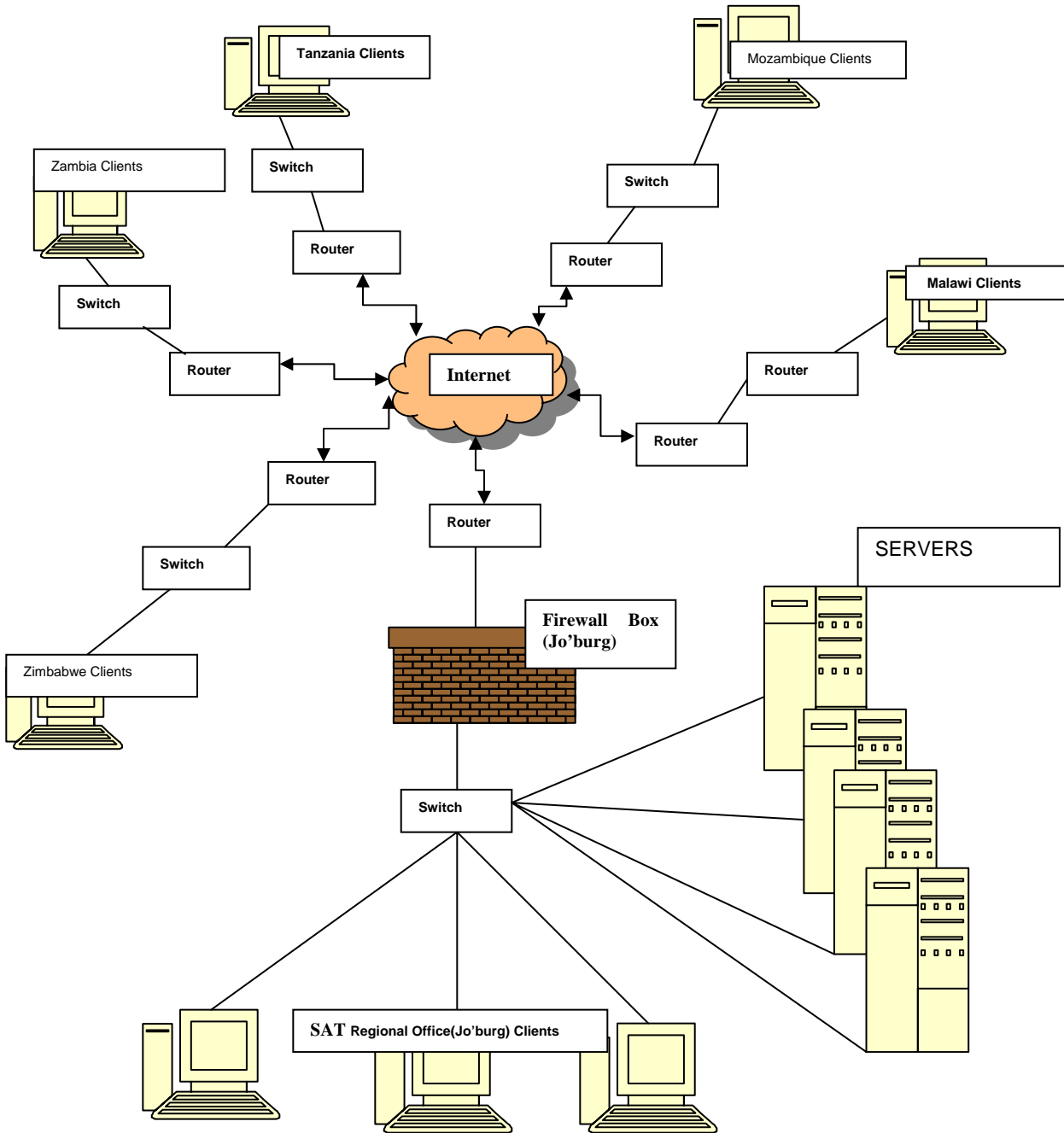
Project Name **Prevention, Care & Support for HIV/AIDS**Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ACTIVITY EXPENSES	USD
12. ACTIVITY	
13. ACTIVITY	
14. ACTIVITY	

Project Name **Prevention, Care & Support for HIV/AIDS**Organisation Name **Kimara Peer Educators and Health Promoters Trust Fund**

ACTIVITY EXPENSES	USD
15. ACTIVITY	
16. OTHER	
SUB TOTAL : ACTIVITY EXPENSES	10,408
Salary Increase @	
BUDGET TOTAL	15,000

Appendix 4(a) : Current Computing Environment.



Appendix 4 (b): Current SAT system hardware configuration

SAT REGIONAL OFFICE

Central system

1. 1 x HP ML 370 Server with 4GB RAM, 300 GB Hard Disk for the Accounting System.
2. 1 x HP ML 350 Server 2GB RAM and 300 GB Hard Disk for the SAT DNS, DHCP and File Server.
3. 1 x HP ML 350 Server with 2GB RAM and 300 GB Hard disk for the SAT Intranet.
4. 1 x HP ML110 Server with 3GB RAM and 160GB Hard disk for MS Exchange.

Workstations

1. 30 x HP d530 and DX Range Desktop PCs with Windows XP SP2.
2. 16 x HP /Acer/ Fujitsu Laptops with Windows XP SP2

Printers

1. HP 4200 and HP 5100 Laser Jet network ready printers.

SAT COUNTRY OFFICE

Central system

There is currently no central system.

Workstations

1. 7(or more) x HP d310, D530 and DX Range Desktop PCs with Windows XP SP2
2. 2 (or more) x HP Laptops with Windows XP SP2.

Printers

1. HP 4200 and HP 4250 Laser Jet network ready printers.