



## **Guidelines for the HIV/AIDS Awareness Outreach.**

The aim of the project is prevention through education of the spread of HIV/AIDS, in particular among displaced persons living in the Khartoum vicinity. The project also seeks through education and limited home based care to help those living personally with HIV/AIDS or with HIV/AIDS in the family.

1. Priority for HIV/AIDS outreaches shall be to communities of displaced and impoverished people living in the Khartoum vicinity. School teachers living in the displaced areas may be giving priorities for outreach to enable them to pass on to their students the need for prevention and how to live with HIV/AIDS.
2. Community based organisations (CBOs) as well as youth centres, schools, clubs and religious organisations are eligible to apply for the outreach.
3. The HIV/AIDS Outreach is a free service provided by Women's Education Partnership but communities are expected to help with arrangements and encouraged to provide refreshments.
4. Requests for the outreach shall be submitted to the Women's Education Partnership office in Khartoum no later than one week, and preferable two weeks, before the anticipated event.
5. Requesters/sponsors of the outreach are expected to participate fully in organising the outreach by supplying the venue and by coordinating organisation and activities with the Women's Education Partnership HIV/AIDS team.
6. Outreaches or follow ups to outreaches shall be organised according to a ratio of two near Khartoum and one far per quarter for each team. When necessary, the teams should cut down the number of participating volunteers and trainees so as to remain within budgetary limitations.
7. The HIV/AIDS Awareness Outreach respects all religions but favours none. There shall be no discrimination in selection of venues on the basis of religion, ethnicity or politics.
8. During the HIV/AIDS Outreach members shall not conduct or organise prayers but they shall not object if the host community or organisation desires to do so.

9. Outreach lectures shall only be given by qualified Trainers and trained volunteers who have proven capable of providing accurate information and who have been approved by the WEP Project Coordinator.
10. Team Leaders and Trainers are responsible for supervision of activities and for delegation of responsibilities to other team members, including volunteers.
11. The HIV/AIDS Trainers shall keep accurate records of all outreach activities and financial expenditures. They shall fill in the financial and monitoring checklists after each outreach and shall submit these to the WEP office on a monthly basis.
12. The WEP Country Coordinator shall maintain records of the project activities for purposes of reporting and documentation.
13. At the end of each month, each of the three teams shall present a work plan to the Country Coordinator and shall fully coordinate their activities so as to enable other teams to use the office equipment.
14. To avoid damage to WEP equipment, no one other than team members approved by the Project Coordinator shall operate the equipment.
15. All WEP equipment shall be returned to the WEP office immediately after the outreach to facilitate use by other teams.
16. The HIV/AIDS Trainers work under the supervision of the WEP Project Coordinator. They are part-time WEP partners and shall receive no after service benefits from Women's Education Partnership. Close consultation and cooperation are expected at all times for the efficiency of the overall project.
17. Participation by WEP HIV/AIDS Trainers in publicity events relating to HIV/AIDS activities shall require the approval of the WEP Country Coordinator and shall be requested at least one week in advance of the event.
18. All expenses of the outreaches shall be accountable and shall be verified by standard payment vouchers which shall be presented to the WEP Accountant by the Project Coordinator.