

Tool 1

Section One

Tool selection

Description and purpose of the tool

LAs differ – in terms of size, structure, capacity and other important variables. When deciding to conduct an HIV/AIDS impact assessment and prepare a strategic plan, it is important to select the tools that will best suit your LA's needs. This tool can be used to create a customised HIV/AIDS toolkit for your LA and to identify any of the tools that need to be adapted in order to be optimally useful.

Estimated time to use the tool



1hr - 4hrs

depending on the extent of the adaptations required.

Instructions for using the tool

1. Review the tools in the LG HIV/AIDS toolkit.
2. From the list of tools, mark those that will constitute your LA's HIV/AIDS toolkit.
3. Then mark any of the tools in your LA's toolkit that may need to be adapted or customised to suit the context of your LA.
4. Next, adapt or customise those tools that you have marked – making the changes on the tool itself, or on a copy of the tool (which can be substituted for the original).
5. Finally, extract the tools you have selected from the LG HIV/AIDS toolkit and compile them into a toolkit for your LA.

Tool selection

HIV/AIDS toolkit for the LA of

TOOL NAME AND DESCRIPTION	USE WHEN?	TOOLS SELECTED FOR OUR LA	TOOLS TO BE ADAPTED
<p>HIV/AIDS impact assessment decision matrix</p> <p>Tool to guide decisions on what form of impact assessment is best suited to your LA</p>	<p>Once the decision has been made to conduct an impact assessment</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parameters of an HIV/AIDS impact assessment</p> <p>Tool to generate a detailed scope for your LA's impact assessment</p>	<p>At the outset of the impact assessment process</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inception workshop</p> <p>Tool to guide the process of convening an inception workshop</p>	<p>After the parameters of the impact assessment have been decided</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Secondary data collection instrument</p> <p>Tool to gather available secondary data to inform the analysis of the internal and external HIV/AIDS impacts on your LA</p>	<p>Once the parameters of the impact assessment have been decided and preparations for analysis and modelling are being made</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Selecting participatory tools for primary data</p> <p>Tool to introduce a range of participatory tools and to guide decision making on what sort of primary data can be generated, using these tools</p>	<p>At the same time as the secondary data collection scope is being defined</p>	<input type="checkbox"/>	<input type="checkbox"/>

Tool 3

Section Two

Tool 4

Section Two

Tool 5

Section Two

Tool 6

Section Two

Tool 7

Section Two

TOOL NAME AND DESCRIPTION

USE WHEN?

TOOLS SELECTED FOR OUR LA

TOOLS TO BE ADAPTED

Tool 8

Section Two

Impact assessment report template

Tool to provide guidelines to how to structure an impact assessment report

At the data collection stage and again after the analysis has been done, at which time a draft report should be compiled for use during a validation process

Tool 9

Section Two

Guidelines for an impact assessment report validation and review, finalisation and dissemination

Tool to provide guidelines on how to finalise the HIV/AIDS impact assessment report through a consultative validation and review process

At the end of the impact assessment process

Tool 10

Section Three

Checklist for developing a LA HIV/AIDS plan and response

Tool to check that key issues and processes are included in the LA HIV/AIDS strategic planning process

At specified points before, during and after the planning process

Tool 11

Section Three

Basic steps in planning

Tool to provide guidance on key steps in the HIV/AIDS strategic planning process

When deciding on the planning parameters such as the steps in the process, the information to be captured and format to be used for the plan, etc.

Tool 12

Section Three

Scoping out a LA HIV/AIDS response

Tool to enable you to follow a step-by-step process to scope out your LA's HIV/AIDS response

In the preparatory phase to the actual planning process

Tool 13

Section Three

Development-related HIV/AIDS activities

Tool consisting of a step-by-step process to define develop-related HIV/AIDS activities that are consistent with your LA's development priorities and targets

During the process of discussing potential HIV/AIDS activities to be included in the strategic plan

Tool 1

Tool 14

Section Three

TOOL NAME AND DESCRIPTION

Setting priorities and targeting activities and services

Tool with sets of questions to enable you to decide on priorities and to define primary and secondary target groups for HIV/AIDS activities and services

USE WHEN?

Once a list of potential activities has been defined

TOOLS
SELECTED
FOR OUR LA

TOOLS
TO BE
ADAPTED

Tool 15

Section Three

Integration of HIV/AIDS activities into LA services

Tool of actions to be considered when planning the integration of HIV/AIDS into your LA's existing services

At various points during the planning process

Tool 16

Section Three

Partner or stakeholder analysis

Tool to provide step-by-step guidelines for conducting a partner or stakeholder analysis

Concurrently with the planning process, as the information will be necessary to complete the strategic plan

Tool 17

Section Three

Costing an HIV/AIDS plan

Tool to guide the process of costing an HIV/AIDS plan, using a methodology known as "activity-based costing" or ABC

When the activities have been clearly defined and agreed and the plan is being compiled (it may also be used at points during the implementation phase to monitor expenditure)

Tool 18

Section Three

Format for an HIV/AIDS strategic plan

Tool consisting of a template for the narrative and work plan sections of an HIV/AIDS strategic plan

Once all the preliminary strategic planning processes have been conducted and consensus is emerging as to what should be in the plan

Tool 19

Section Three

Monitoring an HIV/AIDS strategic plan

Tool with guidelines on how to develop indicators and a monitoring plan; and some tips on reporting on an HIV/AIDS strategic plan

From as early in the process as possible