


## ANNEX 2. MAISHA 2 Reporting Tool

Name of Institution ..... Institution's PC Number ..... Category of Institution ..... Sector .....

Number of Staff [Total] ..... [Female] ..... [Male] ..... Reporting Period [Year] ..... [Quarter] .....

...

Source of Funding ..... Total Score ..... Grade Received .....

Activity	Indicator	Disaggregation		Actual Output (Total)	Maximum Score	Self Assessment	Actual Score		
		Male	Female						
<b>This section hold 35% of total score</b>									
Workplace policy on HIV prevention	Develop workplace policy				5				
	Approve workplace policy				5				
ACU constituted and membership appointed	Formally constitute ACU with at least 5 members and 40% of membership drawn from senior and middle level				5				
	Hold ACU meeting each quarter				5				
Develop work plan with activities for engagement of clients and external stakeholders to be undertaken in MAISHA 2	Develop work plan with clear targets				5				
Allocation of budget to HIV and AIDS activities	Allocated amount to HIV and AIDS activities				10				
<b>Choose Four (4) activities for implementation from rows labelled (a) to (h) 40%</b>									
a) Condom Promotion	# of condoms distributed by your institution to staff and family members						5		
	# of staff and family members trained on condom use and disposal by your institution				5				
b) Counselling and testing	# of staff and family members counselled, tested received results of HIV test				10				
(c) Creating Comprehensive HIV and AIDS Knowledge	# of staff and family members reached with comprehensive knowledge on HIV and AIDS prevention				10				
(d) Adherence to Treatment and Care Literacy	# staff and family members receiving education on ART adherence				10				

(e) Referral of HIV related services such as PEP, VMMC, ART, PMTCT, or VCT	Proportion of staff and family members reporting uptake of the following services PEP, VMMC, PMTCT, ART or VCT				10		
(f) Promoting wellness amongst staff and family members	# of staff and family members given glucose, BMI and blood pressure checks by your institution				10		
(g) Stigma and Discrimination Sensitization	# of staff and family members sensitized on reducing stigma and discrimination towards PLWHIV				10		
(h) Putting in place non-discriminatory workplace benefits	# of workplace benefits, such as health insurance, catering to PLHIV				10		
	<i>Indicate the 2 activities chosen as recommendations coming out of the Baseline Survey conducted in MAISHA 1 (25%)</i>						
Activity 1	Indicator 1:				5		
Activity 2	Indicator 2:				5		
	<i>Indicate the 2 activities chosen to target clients and external stakeholders</i>						
Activity 1	Indicator 1:				5		
Activity 2	Indicator 2:				5		
Submission of quarterly reports to NACC using the HIV & AIDS mainstreaming reporting tool and clearly indicating HIV and AIDS interventions implemented during the reporting quarter	Submit quarterly report to NACC in line with PC requirements by the 15 <sup>th</sup> day after the end of the quarter				5		
<b>TOTAL MARKS</b>					<b>100</b>		

Prepared by:

Name.....Signature.....Date.....

Verified by:

Name.....Signature.....Date.....

### ANNEX 3. MAISHA 2 Work Plan Template

Name of Institution ..... Institution’s PC Number ..... Category of Institution ..... Sector .....

Activity	Indicator	Q1	Q2	Q3	Q4	Maximum Score
<b>Section 1</b>						
Workplace policy on HIV prevention	Develop workplace policy					5
	Approve workplace policy					5
ACU constituted and membership appointed	Formally constitute ACU with at least 5 members and 40% of membership drawn from senior and middle level					5
	Hold ACU meeting each quarter					5
Develop work plan with activities for engagement of clients and external stakeholders to be undertaken in MAISHA 2	Develop work plan with clear targets					5
Allocation of budget to HIV and AIDS activities	Allocated amount to HIV and AIDS activities					10
<b>Section 2</b>						
<b>Choose Four (4) activities for implementation from rows labelled (a) to (h) 40%</b>						
a) Condom Promotion	# of condoms distributed by your institution to staff and family members					5
	# of staff and family members trained on condom use and disposal by your institution					5
b) Counselling and testing	# of staff and family members counselled, tested received results of HIV test					10
(c) Creating Comprehensive HIV and AIDS Knowledge	# of staff and family members reached with comprehensive knowledge on HIV and AIDS prevention					10
(d) Adherence to Treatment and Care Literacy	# staff and family members receiving education on ART adherence					10
(e) Referral of HIV related services such as PEP, VMMC, ART, PMTCT, or VCT	Proportion of staff and family members reporting uptake of the following services PEP, VMMC, PMTCT, ART or VCT					10
(f) Promoting wellness amongst staff and family members	# of staff and family members given glucose, BMI and blood pressure checks by your institution					10

(g) Stigma and Discrimination Sensitization	# of staff and family members sensitized on reducing stigma and discrimination towards PLHIV					<b>10</b>
(h) Putting in place non-discriminatory workplace benefits	# of workplace benefits, such as health insurance, catering to PLHIV					<b>10</b>
<b>Section 3</b>	<b>Indicate the <u>2 activities</u> chosen as recommendations coming out of the Baseline Survey conducted in MAISHA 1(25%)</b>					
Activity 1	Indicator 1:					<b>5</b>
Activity 2	Indicator 2:					<b>5</b>
	<b>Indicate the 2 activities chosen to target clients and external stakeholders from the list of MAISHA 2 indicators</b>					
Activity 1	Indicator 1:					<b>5</b>
Activity 2	Indicator 2:					<b>5</b>
Submission of quarterly reports to NACC using the HIV & AIDS mainstreaming reporting tool and clearly indicating HIV and AIDS interventions implemented during the reporting quarter	Submit quarterly report to NACC in line with PC requirements by the 15 <sup>th</sup> day after the end of the quarter					<b>5</b>
<b>TOTAL MARKS</b>						<b>100</b>

Prepared by:

Name.....Signature.....Date.....

Verified by:

Name.....Signature.....Date.....