

## USAID/CSDS

### Subproject Final Narrative Report

Final Report for the period October 1<sup>st</sup> 2008 to September 30<sup>th</sup> 2009

Subproject FCO Number: 07-00100-10-02

Subproject Title: Training Advocacy on HIV/AIDS and Domestic Violence

Submitted by: Help & Shelter

#### I. Executive Summary

The general objective of the project was to continue to provide face-to-face and hotline counseling, referrals and networking, training under the ISY and OSY program and project coordination and implementation of project activities, all aimed at the delivery of quality services. Counselors provided one on one discussion on HIV prevention methods so as to educate clients to make more informed decisions on safe sexual practices.

Activities targeted women, children, youth and men, who have experienced some form of violence during the period of the project cycle – and this would include domestic violence, unhealthy relationships or child abuse.

Additionally relevant staff personnel would have worked with in school youths in three secondary schools and out of school youth in three separate communities. We have also enhanced and improved better quality services to our clients by working in collaboration with GHARP for the capacity building of Help & Shelter.

The table below will show the technical areas, the activity summary and the cost in GYD;

Technical area	Activity Summary	Cost GYD \$
Prevention - Other	To train 10 counselors (hotline & face-to-face) in the provision of prevention messages, DV and child abuse.	129,475
Prevention - Other	To provide counseling (face-to-face) on HIV/AIDS prevention methods, domestic violence and child abuse to 1310	951,000
Prevention - A&B	To provide face-to-face counseling on abstinence to 50 in school youths from various communities in region 4. (court support)	10,000
Prevention - A&B	To implement a 14 hours abstinence program for 45 In -School youths in Cummings Lodge Secondary, region 4 utilizing GHARP A&B comprehensive manual / guidelines	244,710
Prevention - A&B	To implement a 14 hours abstinence program for 45 In -School youths in St John's College, region 4 utilizing GHARP A&B comprehensive manual / guidelines	92,880
Prevention - A&B	To implement a 14 hours abstinence program for 45 In -School youths in Kingston Community High School, region 4 utilizing GHARP A&B comprehensive manual / guidelines	92,880
Prevention - A&B	To implement a 14 hours abstinence and Be Faithful program for 15 Out of -School youths at Grove Craft Centre, region 4 utilizing GHARP A&B comprehensive manual / guidelines	215,650
Prevention - A&B	To implement a 14 hours Abstinence and Be Faithful program for 15 Out of -School youths at West Ruimveldt Out of School youth group, region 4 utilizing GHARP A&B comprehensive manual / guidelines	82,560

Prevention - A&B	To implement a 14 hours abstinence and Be Faithful program for 15 Out of -School youths at Meadow Brook Gardens Out of School youth group, region 4 utilizing GHARP A&B comprehensive manual / guidelines	82,560
Overhead	Pay recurring cost for office	1,912,000
Overhead	To participate in the 3 days planning workshops for 3 persons.	14,400
Overhead	To participate in the 3 days Financial Management workshops for 2 persons.	9,600
Overhead	To participate in 3 technical training workshop for 3 days each for 2 persons.	28,800
Overhead	Meetings of directors to monitor progress of project activities and NCC monthly meetings.	120,000
Overhead	To participate in the 3 days M & E training and 6 days SIP annual meeting, M & E & Prevention Officers for 2 persons.	28,800

#### **1A. Prevention – Other**

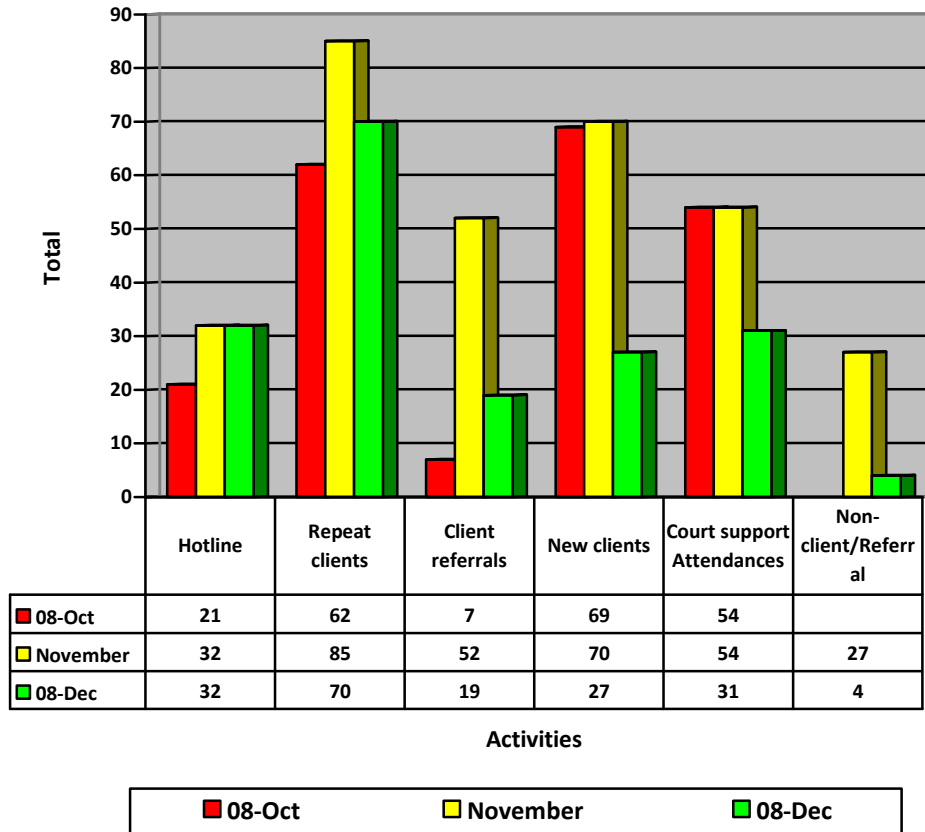
Help & Shelter's objective for this technical area was to increase the knowledge of HIV/AIDS prevention methods among 1310 persons who would have accessed the services of Help & Shelter located in Region 4, by September 2009.

Help & Shelter provided counseling (face to face & hotline) on HIV/AIDS prevention methods, domestic violence and child abuse to persons who accessed our services at our office the Crisis Centre on Homestretch Avenue, in Georgetown, Region 4. For the period 1<sup>st</sup> October 2008 to 30<sup>th</sup> September 2009 a total of 803 new clients had accessed the counseling service. On December 28<sup>th</sup> of 2008 the organization was affected by a fire that had completely destroyed the coordinators office and other parts of the building that affected the services of the organization. Our counseling services were relocation to Citizen Initiative building on Light Street Alberrtown, Georgetown for a period of 3 months and this incident would have caused some major set-backs on the project.

### Counseling Data Table

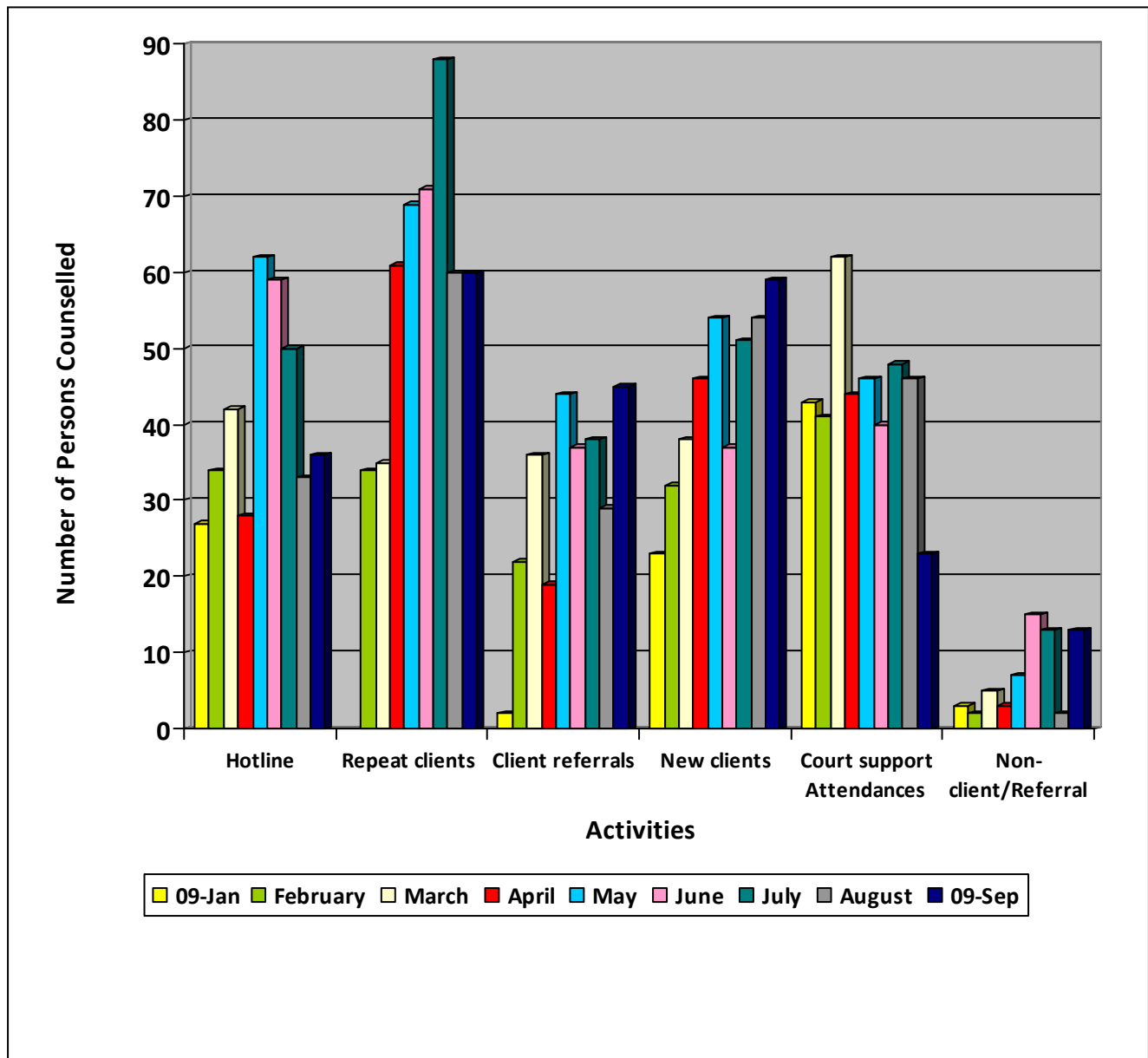
Month	Hotline	Repeat clients	Client referrals	New clients	Court support Attendances	Non-client/Referral
October 08	21	62	7	69	54	
November	32	85	52	70	54	27
December 08	32	70	19	27	31	4

### Counseling Data



Month	Hotline	Repeat clients	Client referrals	New clients	Court support Attendances	Non-client/Referral
January 09	27	-	2	23	43	3
February	34	34	22	32	41	2
March	42	35	36	38	62	5
April	28	61	19	46	44	3
May	62	69	44	54	46	7
June	59	71	37	37	40	15
July	50	88	38	51	48	13
August	33	60	29	54	46	2
September 09	36	60	45	59	23	13

### Counselling Data for 2009



The hotline training that was scheduled to be conducted during the month of November 2008 was affected by the low number of persons who had shown an interest in this activity.

**Prevention – Community Outreach - Face-to-face Counseling**

This activity was conducted by two full time counselors and two part time counselors at our office situated on Homestretch Avenue, Durban Park, Georgetown.

The delivery of HIV prevention and appropriate BCC messages were done on a one-to-one basis with clients.

The table represents the total number of persons newly reached through one-off outreach intervention with the following messages and these are as follows;

<b>Messages</b>	<b>Male</b>	<b>Female</b>
Messages that promote Abstinence only (A)	15	94
Messages that promote Faithfulness only (B)	26	170
Messages that promote both Abstinence and Faithfulness (A&B)	6	65
Messages that promote behavior change beyond Abstinence & Faithfulness	73	290
<b>Total as of October 2008 to September 2009</b>	<b>106</b>	<b>619</b>

The number of persons previously reached with the same messages as mentioned above is represented by the table below;

<b>Messages</b>	<b>Male</b>	<b>Female</b>
Messages that promote Abstinence only (A)	2	44
Messages that promote Faithfulness only (B)	21	65
Messages that promote both Abstinence and Faithfulness (A&B)	0	1
Messages that promote behavior change beyond Abstinence & Faithfulness	44	99
<b>Total as of October 2008 to September 2009</b>	<b>67</b>	<b>209</b>

The client's questionnaire analyses in the various categories are represented by the table below;  
October 08 to September 09

<b>No. of forms received</b>	<b>Ratings very good</b>	<b>Ratings good</b>	<b>Fair</b>			
254	152	39	3			
<b>Interest in returning</b>	<b>Would not return</b>					
250	3					
<b>Means clients heard about H &amp; S</b>	<b>Radio</b>	<b>TV</b>	<b>Leaflets</b>	<b>Newspapers</b>	<b>Multiple</b>	<b>Other</b>
	39	90	7	3	22	91
<b>Clients who received information on HIV</b>	<b>Number of persons who did not</b>					
229	27					
<b>Clients referred to VCT sites</b>	43					

### **11A. Prevention A&B**

The objectives of this technical area was to increase knowledge of HIV prevention and child sexual abuse among 135 in school youth (ISY) in 3 secondary schools and to provide face to face counseling on abstinence to 50 ISY from various communities in Region 4 by September 2009. This activity reflects on the attendances under the court support column on the stats data above.

The 3 schools identified by Help & Shelter as mentioned above were-Cummings lodge Secondary School, St John's College and Kingston Community High School. There were two (2) additional schools added to the list during the project cycle and these were Stewartville Secondary School and Soesdyke Community High School.

#### **Soesdyke Community High School**

As recorded on the Multi-session Prevention Program Register the number of sessions conducted was 5 with 20 males and 33 females at the start on May 25<sup>th</sup> 2009 to the 2<sup>nd</sup> July 2009.

Topics presented were;

- a) Self Esteem – 25<sup>th</sup> May 09
- b) Values – 27<sup>th</sup> May 09
- c) Health – 29<sup>th</sup> May 09
- d) Looking at my life past and future -1<sup>st</sup> July 09
- e) STI's, HIV/AIDS Education – 2<sup>nd</sup> July 09

No parenting session was conducted at this school.

#### **Cummings Lodge Secondary School**

Six sessions were conducted at this school with a start of 12 males and 24 females who were present on the 15<sup>th</sup> January 2009. The last session was conducted on the 12<sup>th</sup> June 2009.

#### **Stewartville Secondary School**

The program started on the 23<sup>rd</sup> April with 10 males and 47 females students from forms 3 in attendance. The topic areas from the module were;

- a) Self Esteem – 23<sup>rd</sup> April 09
- b) Values – 30<sup>th</sup> April 09
- c) Goal Setting – 7<sup>th</sup> May 09
- d) Decision Making and Building Healthy Relationships – 8<sup>th</sup> May 09
- e) 3 C's to Good Decision – 14<sup>th</sup> May 09
- f) Sexuality -21<sup>st</sup> May 09
- g) Health -28<sup>th</sup> May 09
- h) HIV/AIDS and STI's Education – 15<sup>th</sup> June 09
- i) Abstinence and Refusal Skills – 1<sup>st</sup> July 09
- j) Fruits and Sexual Abstinence - 2<sup>nd</sup> July 09
- k) Parental Session – 9<sup>th</sup> July 09

#### **St. John's College**

The program started on the 24<sup>th</sup> of October 2008 and ended on 13<sup>th</sup> March 2009 with 21 male and 26 female students from forms 3. The total number of students reached was 3 male and 9 female students.

#### **Kingston Community High School**

The program started on the 17<sup>th</sup> of October 2008 and ended on the 20<sup>th</sup> of February 2009 with 8 male and 11 female students from forms 3 in attendance. A total of 7 male and 10 female students were reached.

### **11B. Prevention A&B**

The objective of this technical area was to increase knowledge of HIV prevention methods & domestic violence among 45 out of school youth (OSY) in 3 community groups in region 4 by September 2008

#### **Grove Craft Centre**

At the Grove Centre sessions were completed with eighteen (18) female participants several of who were faced with

many challenges from over protective parents and others from controlling parents that would have caused the need for intervention and as such cases would have been referred to the Crisis Service Centre.

### **Kuru Kururu Youth Group**

Six sessions were conducted with the group that started on 20<sup>th</sup> May 2009 and finished on 15<sup>th</sup> July 2009. In attendance at the start were 3 males and 9 females with 1 male and 2 females completing the program and the topics presented were –How well do I know myself? and Johari window to the Self. The sessions with the second group started on 22<sup>nd</sup> July 2009 with 7 male and 29 female in attendance and ended on the 2<sup>nd</sup> September 2009 with 1 male and 7 female in attendance-with only 5 female who were reached.

### **Soesdyke Craft Centre:**

Five sessions that started on the 4<sup>th</sup> of March 2009 with 13 female in attendance have been completed with this group.

### **111A - Project Management**

The objective of this technical area was to develop and maintain quality leadership and management systems and provide resources to effectively implement proposed activities within Help & Shelter.

All the objectives of this technical area were met. Recurrent costs for the smooth running of Help & Shelter's office was successfully implemented, salaries were paid promptly to all members of staff as were other benefits including leave for members of staff. Training activities for this technical area that GHARP had planned and executed, including M&E and the other on Financial Management were attended by Help & Shelter's project coordinator and other relevant staff members.

The financial aspect of the project was done in a very satisfactory manner with the process of acquittals that were done on a monthly basis and feedback on these activities through reports from the officer who would have done the acquittals was sent to the organization.

**During the period of the project it must be noted that due to the fire that destroyed the coordinators office on the 28<sup>th</sup> December 2008, all activities at the office were suspended for a while until arrangements were made to relocate the counseling service at the Citizen Initiative office. The accounting activities, approved at the board level, were conducted at the home of the accounting officer and field visits were done there.**

Planning meetings with project staff and the board were conducted every fortnight and the supervisory meetings with counselors were conducted once per month. These meetings were geared to plan and monitor the implementation of project activities.

### **Data Collection & Quality Assurance**

During this project cycle Help & Shelter had submitted monthly monitoring and narrative reports to CSDS most times on a timely basis. Help & Shelter has over the years placed emphasis on the usefulness of data collection and has a system in place where analyses of the intake forms of clients and the perpetrators are done on a monthly basis. In addition to this, the in court support activity that included mainly children who have been sexually abused are also collected on a monthly basis These data are available to the general populace on our website; copies were sent via email to government ministries based on request and to other persons including University of Guyana students and other secondary school students.

### **Constraints**

The main constraint during the project cycle was the effect the fire had on the services of the counseling that had to be relocated and most of our clients had a difficulty finding the place. This had caused a decline in the number of persons accessing the service during that time.

## II. Description of Subproject

### A. Background

Violence in the family includes battering by intimate partners, sexual abuse of children, in particular female children, in the household, marital rape and other cultural practices harmful to women. Women also experience violence in the community and this includes sexual violence, trafficking and forced labour. Many of these acts carry with them a high risk of transmission of HIV/AIDS and other STI diseases. Women in violent relationships may be unable to negotiate condom use or other safer sexual practices which places them in a position of extreme vulnerability to HIV/ AIDS infection.

### B. Scope of Work

#### 1. Prevention -Other (1A)

1. The objective of Help & Shelter's Prevention-Other Programme was to increase knowledge of HIV/AIDS prevention methods amongst 1310 persons who access the services at Help & Shelter in Region 4, by September 2008.

See table above on technical areas provided

#### A. Results

The summary budget reflected in the original project planning tool is as follow;

- ✓ **Salaries** Q1=\$2,597,775; Q2=\$2,597,775; Q3=\$2,597,775; Q4=2,597,775;  
Total GYD=\$10,391,100
- ✓ **Equipment/Procurement** Q1=\$265,000; Total GYD=\$265,000
- ✓ **Travel/Transportation** Q1=\$387,600; Q2=\$316,800; Q3=\$316,800; Q4=\$216,720;  
Total GYD=\$1,237,920
- ✓ **Office expenses** Q1=\$482,800; Q2=\$442,000; Q3=\$442,000; Q4=\$502,000;  
Total GYD=\$1,868,800
- ✓ **Other Direct Cost (ODCs)** Q1=\$288,535; Q2=\$109,945; Q3=\$145,115; Q4=\$100,000  
Total GYD=\$643,595

#### B. Findings

The total amount spent for each category is as follow;

- **Salaries** – total budget amount approved=\$10,391,100; Total amount expended as of September=\$10,473,349 and total overspent=\$82,249 on stipend for hotline volunteers.
- **Procurement** – Total budget amount approved=\$265,000; Total amount expended=\$265,900; overspent on budget=\$900 on computer and printer
- **Travel/transportation and Per Diem** – Total budget amount approved=\$1,237,920; Total amount expended as of September=\$844,750 and Remaining budget balance=\$393,170
- **Office Expenses** – total budget amount approved=\$1,868,800; Total amount expended as of September=\$1,195,645 and Remaining budget balance=\$673,155
- **Other Direct Costs (ODCs)** – Total amount budget approved=\$643,595; Total amount expended as of September=\$531,942 and Remaining budget balance=\$111,653

**Therefore the findings are that the total budget amount approved = \$14,406,415; the Total amount expended as of September 2009 = \$13,311,586 and the Remaining budget balance = \$1,094,829**

#### Distribution of BCC Materials & Condoms

During the period Help & Shelter had distributed 42 of GHARP posters; 25 copies of material information on HIV (brochures); 565 male condoms and 63 female condoms. Again the low figures were due to the fire that destroyed parts of the Crisis Service Centre, on Homestretch Avenue. It took the organization 8 months before the entire office was repaired for day to day normalcy to resume.

#### 111. Project Management (111A)

The objective of this technical area was to develop and maintain quality leadership and management systems and provide resources to effectively implement proposed activities within Help & Shelter. In order to achieve this objective the following activities were identified:



## **1. Pay recurrent costs for Help & Shelter's office**

Recurrent costs for the smooth running of Help & Shelter's office was fully defrayed during the entire project cycle October 2008 to September 2009.

## **2. Pay salaries other benefits (leave with pay)**

Salaries were paid promptly and efficiently to all members of staff during the project cycle and other benefits including leave with pay was made available to members of staff. One of the policies of Help & Shelter's contractual arrangements with staff is that each staff member is required to pay his or her own NIS and PAYE. Acquittals were done on a monthly basis and reports on these activities were prepared and forwarded by the CSDS officer who would have conducted the activity. It was also customary for Help & Shelter to acknowledge all funds disbursed into our bank account through the preparation of a cash flow for the required months. The accountant was guided as to the smooth implementation of this tool by officers from CSDS.

## **Data Collection**

Help & Shelter has over the years continued to place emphasis on the usefulness of data collection and has a system in place for collecting and analysing clients, perpetrators and the court attendance data on a monthly basis. This is done primarily for the purposes of disseminating information to individuals and agencies requesting it such as the Bureau of Standards, the Ministry of Labour Human Services & Social Security and contact persons in the outlying regions.

## **Project Coordination**

The project is coordinated through the functions of the NGO project coordinator. By direct supervision, reporting and feedback mechanisms, as well as interventions, the coordinator is able to ensure that the relevant project activities are appropriately carried out within the required time frame and cost schedule.

## **C. Constraints**

During this project cycle one of the major constraints was created by the fact that fire of unknown origin completely destroyed the coordinator's office and important records contained therein. The other parts of the building were also affected by water and soot. The office was temporarily relocated to the Guyana Citizens Initiative office on Light Street, Alberrtown, Georgetown. . In the aftermath of the fire, a time-period of 8 months elapsed before the entire office was repaired for the resumption of operational normalcy. Through grant assistance of three Million GYD from the Guyana government, the organization was able to accomplish this activity. Support was also given by other kind hearted persons and agencies towards this venture. Even though our services were disrupted largely by the fire the staff members of the organization were able to perform their duties as was listed and we are now better able to provide our services to the clients and the general populace.

Another fact to mention is the conduct of the ISY and OSY program in the three identified schools and groups. Help & Shelter would have worked for 2 project cycles in this technical area and over the period our experience would have highlighted some very good interventions and some not so good in terms of the attendances of the students and participants of the project. The parental sessions were difficult to organize and even when it did the numbers that attended were very low.

See recommendation below.

## **D. Management**

**This section describes any changes in staffing, budget and subproject duration between the original subproject document and actual implementation. It also lists the position titles of key staff who worked on the subproject and describes cost sharing or counterpart contributions, cash or in kind.**

The staff structure remained basically the same. However, for the position of the cleaner Pansy Christian left and was replaced by Ruth Clarke. Natalya Bobb is now employed as Office Assistant under this project. There were no cost sharing from the organization under this project, but again support was given in cash and kind to the administration of the Shelter.

The list of staff who worked during the reporting period is as follows;

- Margaret Kertzious – Project Coordinator
- Dennis Cuffy – Prevention Coordinator
- Carol Inniss-Baptiste – Full-time Counselor-Supervisor
- Petal Baboolall – Full-time Counselor

- Karen Gomes – Part-time Counselor
- Julian Haynes – Part-time Counselor
- Niveta Shivjatan – Accounting Officer
- Danuta Radzik – Monitoring & Evaluation Officer
- Pansy Christian – Cleaner (left) replaced by Ruth Clarke

Volunteers who did hotline counseling were;

- Monica Fordyce
- Renita Noel
- Linda Hustler (worked on the ISY & OSY program)
- Reahena Kalamadeen (worked on the ISY & OSY program)

#### **IV. Lessons Learned/Recommendations**

**Describe any lessons learned or broad implications of subproject results, and provide any recommendations for needed follow-up and future activities or interventions.**

A significant lesson the organization would have learnt is the fact that for the ISY and OSY program we should have had some level of resource to attract the attendance of the students, participants and parents by being better able to motivate them. In addition, we would like to recommend that in the future GHARPII should be able to give accurate guidance to its NGO partners, so that the confusion that takes place after project proposals are written is minimized.

#### **V. Materials/Products**

A brochure on Gender-based Violence was produced during this period.