

HELP & SHELTER

USAID/Guyana HIV/AIDS Reduction & Prevention Project (GHARP)

Final Report for the period 1 July 2006 to 30 September 2006

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

I. Executive Summary

The overall objective of the project was to continue to provide counseling, referrals, training and project coordination, all aimed at the further strengthening of Help & Shelter's 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. Help & Shelter recognizes the link between HIV/AIDS issues and domestic violence and as such aims at strengthening our services that provide the link between HIV/AIDS issues and domestic violence.

Activities targeted women, children, youth and men, who are experiencing 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 based youth groups. We had also hoped to enhance and improve better quality services to our clients by working in collaboration with GHARP for capacity building of Help & Shelter.

1A. Prevention –Other

Help & Shelter's objective for this technical area was to increase knowledge of HIV/AIDS prevention methods among 1245 persons who access the services of Help & Shelter in Region 4, by September 2008.

To achieve this objective Help & Shelter provided counseling (face to face & hotline) on HIV/AIDS prevention methods, domestic violence and child abuse to a total of 1,076 persons who accessed our services at our office the Crisis Centre on Homestretch Avenue, in Georgetown, Region 4. Our target set for this technical area was 1,245 and so far we have achieved 86% of our target with one month to go to complete our project cycle of 12 months.

We also counselled (face to face & hotline) and delivered abstinence & faithfulness (A&B) messages to 49 persons and counselled (face to face & hotline) and delivered faithfulness (B) messages to 177 persons during this project cycle period.

In the course of carrying out the above activities Help & Shelter distributed 2,379 male condoms, 29 female condoms and 476 BCC materials. We also referred 40 persons for HIV C&T and other services.

Help & Shelter also conducted a three days training workshop with eight hotline volunteer counselors in the provision of HIV prevention messages, domestic violence and child abuse counselling. This workshop aimed to strengthen and improve counselling techniques of hotline volunteer counselors and build capacity in the delivery of HIV appropriate messages and safe sexual practices.

11A. Prevention A&B

The objectives of this technical area was to increase knowledge of HIV prevention and child sexual abuse among 250 in school youth (ISY) in 3 secondary schools and to provide face to face counselling on abstinence to 50 ISY from various communities in Region 4 by September 2008.

The 3 schools identified by Help & Shelter were-Cummingslodge Secondary School, St John's College and Kingston Community High School. Unfortunately due to a number of factors Help & Shelter was unable to achieve its original target of implementing GHARP's 14 hour abstinence programme with 250 ISY by September 2008.

What we were able to complete in the 3 schools is as follows:

Cummingslodge Secondary School – 3 sessions completed with 26 ISY including 30 girls and 6 boys

St John's College – 6 sessions completed with 36 ISY including 30 girls and 6 boys and Kingston Community High School- 11 sessions with 34 ISY including 21 girls and 13 boys.

Our inability to complete the programme was mainly due to budget changes that resulted in cuts in proposed project staff. We originally requested funding for 1 prevention coordinator and 5 peer educators and only funding for 1

prevention coordinator was eventually approved. In addition, the packed school schedule of academic and extra curricular activities including Easter and July-August school vacation, together with problematic school scheduling of abstinence sessions etc all contributed to the non achievement of our target. We hope to be able to complete all 14 sessions in at least at one of our targeted school- Kingston Community High School.

For this reporting period September 07-August 2008 Help & Shelter counseled and delivered a total of 323 HIV prevention messages on abstinence to ISY. From the month of January 08-August 08 a total of 55 new clients who are children and who would have experience some for of Child Sexual Abuse (ISY) and were counseled and given HIV prevention messages on abstinence. As such we achieved our target of reaching 50 ISY with HIV abstinence messages.

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

The three community groups identified by Help & Shelter were Buxton Youth group, Friendship Youth Development Programme & Grove Craft Centre.

Help & Shelter was only able to have one meeting with each of the 3 groups before the programme was suspended.. As such we were unable to achieve our objective of implementing 14 hour abstinence and being faithful programme for 45 OSY by September 2008.

The reasons for our not achieving the target were: (1) the late start to the programme- GHARP training for the programme was not completed until the end of April; (2) inadequate human resources to carry out the programme- as mentioned previously, we only received funding for 1 prevention coordinator to implement both the ISY and the OSY programme; (3) the failure of four prevention coordinator to attend the full complement of required training for the OSY programme, as a result of which the programme was suspended (he has now completed the required training but it is unlikely that much work can be done by the end of this project cycle).

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 with pay for members of staff. All training activities for this technical area that GHARP had planned and executed, including one on 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 are done on a monthly basis and the feedback on this activity through reports from the officer who would have done the acquittals.

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

The TOCAT assessment conducted during the period and the results obtained were able to guide management as to what the organizations strengths are and to recognize the areas for improvements. The core functional areas where the rating scale is low in percentage are areas management is working on to improve and to maintain. Another area that management has to focus on is the assessment and appraisal of staff. At a recent meeting with staff management had agreed to implement employee award for every quarter of the year.

Here are a few results that came out from the assessment; Core functional area 2. Financial Management Systems Checklist for financial Planning and Budgeting- Help & Shelter had achieved a model system with 100% total. The functional area under Organizational Capacity checklist for Staffing and Human Resource management the percentage total was 25% where areas for improvement were the need for additional Admin staff – we now have in place an Office Assistant; the need to develop an HR Manual – we have in place a governance manual that includes a part for HR; the need for structured on the job training (staff development)- this is on stream with an activity done on leadership development and finally a need to develop a formal training plan- this is yet to be achieved. The other areas for improvement were decided on by staff members through several recommendations that management is working with for the general improvement of the services. It must be noted that an Attorney-at-law (consultant) is

now in place for 2 years working under the UNIFEM Trust fund to develop a protocol for the implementation of the DVA and the New Sexual Offenses Legislation

Data Collection & Quality Assurance

During this project cycle Help & Shelter had submitted monthly monitoring and narrative reports to GHARP on a timely basis. In addition to this we have put in place a system to monitor all our GHARP training activities and to a lesser extent our counseling activities through client or participant evaluation forms. Help & Shelter has over the years placed emphasis on the usefulness of data collection and has a system in place which collects and analyses client and perpetrator data on a monthly basis. In addition to this counseling data, the court support clients who are mainly children who have been sexually, the data on the number of cases attended are also collected on a monthly basis. These data are available to the general populace on our website; copies are sent via email to government ministries based on request and to other persons including University of Guyana students and other secondary school students.

Constraints

During this project cycle one of the constraints was the extended period of time taken by the funding agency to finalize our project proposal, (well into the time frame of this year's project cycle), and the many budget changes that were made to our original proposal, which made it impossible to meet our objectives of our A&B Prevention programme.

A further major constraint was that Help & Shelter did not have any trained peer educators to work with the prevention coordinator (we only recently benefited from the relevant training)

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 traditional 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. 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. Over the past twelve (12) years Help & Shelter has counseled 5,418 females, the majority of whom are from Region 4, on issues of domestic violence. A UNFPA study published in 2004 revealed that women who are beaten or dominated by their partners are more likely to become infected with HIV than women who are in non-violent relationships or marriages.

Client Data for the period October 2007-August 2008

Type of Abuse	Total % for Oct 07-Aug 08
Spousal Physical Abuse	32%
Spousal Abuse Alcohol & Drug Related	25%
Spousal Abuse Non Physical	7%
Child Sexual Abuse (including Rape)	5%

Most of our clients reside in the Region 4, Demerara/Mahaica area but we have also seen a few clients from Berbice, Essequibo and the Linden areas. The majority of our clients described their employment status as housewives or full time employed.

B. Scope of Work

1. Prevention - Other (1A)

The objective of Help & Shelter's Prevention-Other Programme was to increase knowledge of HIV/AIDS prevention methods amongst 1,245 persons who access the services at Help & Shelter in Region 4, by September 2008. Below is a list of the activities of the work plan for this project cycle:

- To provide counselling (face to face & hotline) on HIV/AIDS prevention methods, domestic violence and child abuse
- To train 10 counsellors (hotline & face to face) in the provision of HIV Prevention messages, domestic violence counselling and child abuse counselling (Cost GYD 698,855, USD 3,494)
- To participate in the 11 days training (5 days Training of Trainers for Peer Educators Supervisors, 3 days HIV S&D Reduction, 3 days Community Mobilizing) workshops to be conducted by GHARP

2. Prevention A&B (11A)

The objectives of this technical area was to increase knowledge of HIV Prevention and Child Sexual Abuse among 250 In School Youth (ISY) in 3 secondary schools and to provide face to face counselling on abstinence to 50 ISY

from various communities in Region 4 by September 2008. In order to achieve this objective the following activities were identified:

- Selection of Schools: meetings and follow up letters with head teachers, Ministry of Education
- Training in GHARP's comprehensive A&B programme
- To implement a 14 hour abstinence programme for 67 in school youth in Cummingslodge Secondary School, Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines
- To implement a 14 hour abstinence programme for 67 in school youth in St John's College, Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines
- To implement a 14 hour abstinence programme for 67 in school youth in Covent Garden Secondary School, Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines
- To provide face to face counselling on abstinence to 50 ISY from various communities in Region 4 (giving moral support in court)

3. Prevention A&B (11B)

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. In order to achieve the objective the following activities were identified:

- Implement a 14 hour abstinence and being faithful programme for 15 OSY at the Buxton Youth Group, Region 4 utilizing GHARP's comprehensive A&B manual and guidelines.
- Implement a 14 hour abstinence and being faithful programme for 15 out-of-school youths at the Friendship Youth Development Programme, Region 4 utilizing GHARP's comprehensive A&B manual and guidelines.
- Implement a 14 hour abstinence and being faithful programme for 15 OSY at the grove Craft Centre, region 4 utilizing GHARP's comprehensive A&B manual and guidelines.

4. 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:

- Pay recurrent costs for Help & Shelter's office
- Pay salaries, NIS contributions and other benefits (leave with pay)
- 4 days training workshop in M&E and 5 days training workshop in Financial & Project Management

III. Subproject Implementation

- **Technical area 1 Prevention Other -Activity 1-**; training of 10 volunteers for 5 days at grand total = \$698,855.
- **Technical area 1 Prevention Other -Activity 2 -**; face-to-face counseling from Monday to Friday to increase knowledge of HIV/AIDS among 1245 persons at a grand total=\$5,160,000.
- **Technical area 1 Prevention Other Activity 3 -**; to participate in a 11 days training conducted by GHARP (5 days trainer of trainers for peer educators Supervisors;; 3 day HIV S&D Reduction; 3 days Community Mobilizer workshop) transportation & meals at a grand total = \$51,700.
- **Technical area II Prevention A&B Activity 1 -**; meetings with selected school heads- transportation at a grand total = \$5,000.
- **Technical area II Prevention A&B Activity 2 -**; capacity building for A&B coordinator & 5 peer educators in GHARP AB Comprehensive manual/guidelines for 2 days transportation & meals at a grand total = \$10,800.
- **Technical area II Prevention A&B Activity 3-**; Awareness session with 67 ISY at Cummings Lodge secondary school- materials, transportation, stipend for 5 educators and salary for prevention coordinator for 1 year at a grand total = \$1,833,800.
- **Technical area II Prevention A&B Activity 4-**; Awareness session with 67 ISY at St. Johns College for 1 year- transportation for peer educators and prevention coordinator (6 persons) at a grand total = \$172,800.
- **Technical area II Prevention A&B Activity 5 -**; awareness session with 67 ISY at Kingston Community High School for 1 year -transportation for peer educators and prevention coordinator at a grand total=\$230,400.

- **Technical area II Prevention A&B Activity 6** –; awareness session with 50 OSY from various communities in Region 4 giving moral support in court for 1 year –transportation, stationery and photocopy at a grand total=\$188,000.
- **Technical area II Prevention A&B Activity 1** –; to implement a 14 hours abstinence & being faithful program with 15 OSY at Grove Craft Centre for 1 year –transportation for peer educators and prevention coordinator, training materials, photocopies etc. at a grand total=\$259,850.
- **Technical area II Prevention A&B Activity 2** –; to implement a 14 hours abstinence & being faithful program with 15 OSY at Friendship Youth Development Group for 1 year –transportation (including internal) for peer educators and prevention coordinator at a grand total=\$164,000.
- **Technical area II Prevention A&B Activity 3** –; to implement a 14 hours abstinence & being faithful program with 15 OSY at Buxton Youth Group for 1 year –transportation for peer educators and prevention coordinator at a grand total=\$160,000.
- **Technical area III Project Management Activity1**; pay recurrent cost for monthly activity for 1 year at a grand total=\$1,802,000.
- **Technical area III Project Management Activity2**; to pay salary to project staff, a monthly activity for 1 year at a grand total=\$3,006,000.
- **Technical area III Project Management Activity 3**; 4 days training in M&E and 5 days training in Financial Project Management for transportation & meals at a grand total=\$74,100.

A. Results

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

- ✓ Salaries Q1=\$2,275,500; Q2=\$2,275,000; Q3=\$2,200,500; Q4=2,200,500:
Total GYD=\$8,952,000
- ✓ Equipment/Procurement Q1=\$190,000: Total GYD=\$190,000.
- ✓ Travel/Transportation Q1=\$434,400; Q2=\$374,000; Q3=\$379,000; Q4=\$374:
Total GYD=\$1,561,400
- ✓ Office expenses Q1=\$409,000; Q2=\$409,000; Q3=\$409,000; Q4=\$455,000;
Total GYD=\$1,682,000
- ✓ Other Direct Cost (ODCs) Q1=\$529,905; Q2=\$291,000; Q3=\$320,000; Q4=\$291,000

B. Findings

The total amount spent for each category is as follow;

- Salaries – total budget amount approved=\$8,952,000; Total amount expended as of August=\$7,740,000 and Remaining budget balance=\$1,211,099
- Procurement – Total budget amount approved=\$190,000; Total amount expended=\$143,980; Remaining budget balance=\$46,020
- Travel/transportation and Per Diem – Total budget amount approved=\$1,721,400; Total amount expended as of August=\$469,287 and Remaining budget balance=\$1,252,113
- Office Expenses – total budget amount approved=\$1,682,000; Total amount expended as of August=\$1,438,693 and Remaining budget balance=\$243,307
- Other Direct Costs – Total amount budget approved=\$1,271,905; Total amount expended as of August=\$683,914 and Remaining budget balance=\$587,991

Therefore the findings are that the total budget amount approved = \$13,817,305; the Total amount expended as of August 2008 = \$10,476,775 and the Remaining budget balance = \$3,340,530

This amount remaining was due to not being able to conduct the ISY and OSY program as was planned due to the constraints as is mentioned in report and we still seem to have a difficulty with the number of hotline volunteers to work on weekends

1. Prevention -Other (1A)

The objective of Help & Shelter's Prevention-Other Programme was to increase knowledge of HIV/AIDS prevention methods amongst 1,245 persons who access the services at Help & Shelter in Region 4, by September 2008.

Activities

1. To provide counselling (face to face & hotline) on HIV/AIDS prevention methods, domestic violence and child abuse to 1,245 persons who access Help & Shelter services

For the period October 2007-August 2008 Help & Shelter provided counselling (face to face & hotline) on HIV-Other prevention methods, domestic violence and child abuse to a total of 1,076 persons who accessed our services at our office and crisis centre in Georgetown Region 4. Our target set for this

technical area was 1,245 so we have achieved 86% of our target with one month to go to complete our project cycle of twelve (12) months.

In addition to our target clientele of 1,076 persons who benefited from prevention-other-methods, persons who accessed our services also benefited from HIV prevention messages & methods which included faithfulness (B) and abstinence & faithfulness (A&B) as indicated in the table below. In January 2008 new monitoring tools were developed to recorded prevention messages and methods given to persons newly reached or previously reached. The breakdown of this data is shown in the tables below.

	(B)		(A&B)		Beyond A & B- (Other)	
	M	F	M	F	M	F
Oct	1	20	1	1	22	138
Nov	2	11	1	4	17	108
Dec	1	2	1	2	13	77
TOTAL	4	33	3	7	52	323

#of Persons Newly Reached							#of Persons Previously Reached					
	(B)		(A&B)		Beyond A&B (Other)		(B)		(A&B)		Beyond A&B (Other)	
	M	F	M	F	M	F	M	F	M	F	M	F
Jan	4	12		1	14	49	1				19	81
Feb	5	4	2	6	6	29	3	7			14	52
March	4	9			16	40		1			7	34
April		11		1	7	30	4	3		6	13	39
May	3	12		1	4	20	1	4			5	39
June		6	2	6	3	22		10			5	37
July	1	5		6	10	30		9	1	4	3	20
August	6	10	1	2	4	24	2	3			5	20
TOTAL	23	69	5	23	64	244	11	37	1	10	71	322

BCC MESSAGES	TOTAL (OCTOBER 2007- SEPTEMBER 2008)
Faithfulness B	177
Abstinence & Faithfulness A&B	49
Beyond Abstinence & Faithfulness	1,076

In addition to our target clientele of 1,076 persons who benefited from prevention-other-methods, persons who accessed our services also benefited from HIV prevention messages & methods which included faithfulness (B) and abstinence & faithfulness (A&B) as indicated in the table below. In January 2008 a new monitoring tools were developed to recorded prevention messages and methods given to persons newly reached or previously reached.

Monitoring & Evaluating Help & Shelter's Client Questionnaire Forms

During this project cycle Help & Shelter continued to monitor and evaluate our counselling services and the delivery of HIV information to our face-to-face clients through the use of a short client questionnaire form. For the period October 07-August 08 a total of 271 clients filled out these forms indicating that 95% rated the service they received as ' very good' and said they would return for a follow up visit. Eighty two percent (82%) of clients also said they had received HIV information during their counselling session. Sometimes even though the numbers of forms filled out and returned by clients are relatively few we still think it is a valuable source of monitoring our services to clients. We hope to improve on the numbers of forms filled out and returned to us in our new project cycle.

Client Questionnaire Forms – October 07-August 08

Month	Very Good	Good	Fair	Poor	# Who Would Return For Follow Up	% Who Received HIV Prevention Information	# Who Filled Out Form
October	70%	22.5%	7.5%		97.5%	90%	40

November	42.8%	42.8%	7%		100%	92.8%	14
December	NIL	NIL	NIL	NIL	NIL	NIL	NIL
January	61%	29%	8%	1%	98%	93%	72
February	63%	23%	14%		88%	74%	35
March	54%	46%			92%	100%	13
April	63%	37%			100%	100%	8
May	63%	37%			100%	67%	30
June	72%	28%			89%	67%	18
July	67%	33%			83%	67%	6
August	60%	40%			100%	71%	35
TOTAL	60% Av.	35 % Av.	4% Av	0.1% Av	95% Av.	82% Av	271

Referrals for HIV Services

In addition to the above we referred thirty eight (38) clients for HIV counselling & testing and two (2) persons for other HIV social assistance services BCC material and condom distribution during this project cycle. Even though Help & Shelter have a number of collaborating partners, such as MLHSSS, the Guyana Legal Aid Clinic and the Guyana Police Force, who we refer cases to on a regular basis we have not reported on these as we are informed that all referrals must only be for HIV related services.

Below is a table outlining referrals made during the project cycle.

Distribution of BCC Materials & Condoms

Under Help & Shelter's Prevention Other Programme- October 07-August 08- we distributed a total of four hundred and seventy six (476) BCC materials and two thousand three hundred and seventy nine (2,379) male condoms. In March of 2008 we received 1,000 female condoms from UNFPA and so far we have distributed twenty nine (29) female condoms mainly through our face to face counselors.

Below is a table outlining the distribution of Condoms and BCC materials.

Distribution of Condoms BCC Materials & HIV Referral Services-October 07-August 08

Month	Referrals for HIV C&T	Referrals for STI's	Referrals for HIV Other Services	BCC Material Distributed	Condoms (Male)	Condoms (Female)
Oct	5			1	441	
Nov	11				224	
Dec	8		2		541	
Jan					618	
Feb	4				120	
March	2				106	
April				304	183	
May	6			88	74	7
June				12	74	2
July				51		10
Aug	2			20		10
TOTAL	38		2	476	2,379	29

2. To train 10 counsellors (hotline & face to face) in the provision of HIV Prevention messages, domestic violence counselling and child abuse counselling

A total of eight hotline counsellors were trained over a period of three days in the provision of HIV Prevention messages, domestic violence and child abuse counselling during March 2008.

Our stipend volunteer counsellors received a total of seventy seven (77) hotline calls from members of the public who were given HIV messages and information on safe sexual practices during this project cycle.

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	TOTAL
Hotline Calls	25	14	1	4	5	5	3	6	1	5	8	77

3. To participate in the 11 days training (5 days Training of Trainers for Peer Educators Supervisors, 3 days HIV S&D Reduction, 3 days Community Mobilizing) workshops to be conducted by GHARP

A training programme on Leadership Development was attended by Help & Shelter's prevention coordinator and two other persons from Help & Shelter. Persons trained have conducted one training sessions with staff of Help & Shelter and are scheduled to facilitate another session in the near future.

11. Prevention A&B (11A)

The objective of this technical area was to increase knowledge of HIV Prevention and Child Sexual Abuse among 250 In School Youth (ISY) in 3 secondary schools and communities in Region 4 by September 2008. In order to achieve this objective the following activities were identified:

1. Selection of Schools: meetings and follow up letters with head teachers, Ministry of Education

In October of 2007 letters were sent to the three identified schools requesting permission to conduct the Abstinence programme this was followed up by meetings with head teachers of the 3 schools and fixing of scheduled days and times for sessions with students. Consent forms were also distributed to parents of children who would be participating in this programmed at the targeted schools.

One of our original schools targeted by Help & Shelter for the ISY Abstinence programme ,Covent Garden Secondary School, had to be changed as we were informed by the headmistress that another NGO, Artistes in Direct Support, had also chosen this school. As a result a decision was taken to select Kingston Community High School as a replacement.

2. Training in GHARP's comprehensive A&B programme

Help & Shelter's prevention coordinator and prevention supervisor attended a GHARP training workshop on the implementation of the A&B Prevention Programme for ISY & OSY from 5th -7th December 2007.

In April two GHARP training workshops on the implementation of the OSY A&B programme were held. Help & Shelter's project coordinator and prevention coordinator attended the first training workshop April 2nd-3rd but our prevention coordinator was unable to fully attend the second workshop April 29th-30th. As a result of this Help & Shelter's OSY programme was put on hold until our prevention coordinator completes the required OSY training workshop presently ongoing in Berbice from the 9th-12th September.

3. To implement a 14 hour abstinence programme for 67 in school youth in Cummings Lodge Secondary School, Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines

The abstinence programme implemented by Help & Shelter's prevention coordinator at this school completed a total of three (3) sessions with twenty six (26) Form 3 students including 23 girls and 3 boys. As such Help & Shelter was unable to meet our initial target of reaching 67 students with a 14 hour abstinence programme at this school.

The reasons for this are as follows:

- Our initial request in our project proposal was for 1 AB coordinator and 5 peer educators to implement our programme, based on the numbers of students we had targeted and the length of the abstinence programme. We were subsequently informed that funding would only be provided for one person (the prevention coordinator) to implement the entire programme and that the organization could use their own volunteers at no cost to the funding agency to work along with the prevention coordinator. H&S was unable to find volunteers who could find the time or afford to work free of cost on a fixed time-table of sessions, as a result of which we were left with having just our prevention coordinator work on the programme, which, not surprisingly proved impossible to complete.
- As the relevant training was only completed in December 2007 just before the Christmas school holidays, actual sessions were only able to start in January 2008, allowing just two terms to complete sessions.
- Sessions only started in May 2008 as in February & March it was impossible to schedule sessions due to heavy rains and flooding, Mashramani school activities, preparations for end of term tests and the Easter term vacation. Similarly in June only one session was done due to students having to study and prepare for the Form 3 National School Examination. In July and August schools were closed for the long school vacation period.

4. To implement a 14 hour abstinence programme for 67 in school youth in St John's College, Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines

The abstinence programme implemented by Help & Shelter's prevention coordinator at this school completed a total of six (6) sessions with thirty six (36) Form 3 students including 30 girls and 6 boys. As such Help & Shelter was unable to meet our initial target of reaching 67 students with a 14 hour abstinence programme at this school.

The reasons for this are similar to those for Cummings Lodge Secondary School but include:

- Organizational and scheduling problems at the school- at scheduled sessions students are sometimes found to be otherwise engaged in other sessions or playing due to lack of school supervision

5. To implement a 14 hour abstinence programme for 67 in school youth in Kingston Community High School (Covent Garden Secondary School), Region 4 utilizing GHARP's comprehensive ISY programme manual and guidelines

The abstinence programme implemented by Help & Shelter's prevention coordinator at this school completed a total of eleven (11) sessions with thirty four (34) Form 3 students including 21 girls and 13 boys. As such Help & Shelter was unable to meet our initial target of reaching 67 students with a 14 hour abstinence programme at this school. As indicated before due to a clash with another NGO we changed schools from Covent Garden Secondary to Kingston Community High School.

The reasons for this are similar to those documented for Cummings Lodge Secondary School.

A prevention training programme for ISY and OSY for Help & Shelter volunteers was completed in the month of July 2008 as such the organization is now in a position to have trained volunteers assist the prevention coordinator with this programme when school opens in September 2008. With this assistance Help & Shelter hopes to complete all 14 sessions at Kingston Community High School.

6. To provide face to face counselling on abstinence to 50 ISY from various communities in Region 4

During this reporting period Help & Shelter counselled and gave out a total of two hundred and sixty two (262) HIV prevention messages on abstinence to in- school- youth (ISY).

From the month of January 08- to August 08 a total of twenty eight (28) ISY were newly counselled and given HIV prevention messages on abstinence and an additional one hundred and forty six (168) HIV abstinence messages were given out to ISY previously reached. Since there was no breakdown of numbers done on ISY newly or previously reached for the months of October 07-December 08 we just have a total of sixty six (66) HIV prevention messages on abstinence recorded as being given out to ISY. Our counselling on abstinence is done mostly with clients who are young, in school and have suffered some form of child abuse, usually child sexual abuse.

As such counselling is usually continuous and can last over a period of months especially if the ISY client is involved in taking the matter through the criminal court process. Below is a table indicating the above.

Counselling & Abstinence Messages for ISY -Oct 07-Dec 08

Month	Abstinence Message (A)	
	M	F
Oct		36
Nov	6	39
Dec	1	20
Total	7	95

Counselling & Abstinence Messages for ISY -Jan 08-Aug 08

Month	# of Persons Newly Reached		# of Persons Previously Reached	
	M	F	M	F
Jan		8		22
Feb	1	3	1	22
March	2	12	1	25
April		3	1	23
May		3	2	27
June	2	2		15
July		6		10
August		13	2	15
TOTAL	5	50	7	159

11. Prevention A&B (11B)

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. In order to achieve the objective the following activities were identified:

1-3 .Implement a 14 hour abstinence and being faithful programme for 15 OSY at the Buxton Youth Group, Friendship Youth Development Programme& Grove Craft Centre in Region 4 utilizing GHARP;s comprehensive A&B manual and guidelines.

Help & Shelter was unable to fully implement the abstinence and being faithful programme (A&B) due to the following reasons:

- The programme was originally scheduled to start in January 2008 but the required technical training for the A&B programme for OSY was not provided until the April, resulting in a considerable shortening of the length of time available for programme implementation.
- Funding was only provided for one full time person (the prevention coordinator) to carry out not only the ISY abstinence programme but the OSY abstinence & being faithful programme.
- Due to the prevention coordinator's absence from part of the OSY training, the implementation of Help & Shelter's OSY programme was suspended until he had made good the shortfall by attending training in September 2008 in Berbice.
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As mentioned previously, an A&B ISY and OSY prevention training programme for Help & Shelter volunteers was completed in July and as such the organization is now in a position to have trained volunteers assist the prevention coordinator with this programme when school opens in September 2008. With this assistance, Help & Shelter hopes to complete all 14 sessions at Kingston Community High School.

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 success fully implemented during The entire project cycle September 2007- August 2008

2. Pay salaries, NIS contributions and other benefits (leave with pay)

Salaries were paid promptly and efficiently to all members of staff during this 11 month 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 is required to pay their own NIS and PAYE. Acquittals were done on a monthly basis and reports on these activities were sent by 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 format used by CSDS for this purpose

3. 4 days training workshop in M&E and 5 days training workshop in Financial & Project Management

These activities were completed successfully. In October 29th-31st Help & Shelter's prevention coordinator and M&E officer attended a GHARP 3 day M&E training workshop and in January 22nd-24th Help & Shelter's project coordinator and financial officer attended a GHARP 3 day training workshop on financial management.

Both of these workshops were of benefit to the persons attending and helped in better implementation of project activities and monitoring.

Data Collection

During this project cycle Help & Shelter has submitted monthly monitoring reports and narrative reports to GHARP on a timely basis based on the prescribed prevention frontline tools, prevention programme activity logs and multi-session prevention registers. Monthly meetings and bi-weekly project planning meetings are used to discuss, monitor and evaluate progress in meeting targets and overall objectives of the technical areas of our GHARP project. In addition to this we have put in place a system to monitor all our GHARP training activities including our counseling activities through our client evaluation forms. Help & Shelter has over the years placed emphasis on the usefulness of data collection and has a system in place which collects and analyses client and perpetrator data on a monthly basis. In addition to this counseling data is also collected as well as data on our court support cases. Data collection continues to be collected and stored on a monthly basis for the purposes of dissemination to persons seeking such information and also to agencies such as the Documentation Centre, the Bureau of Standards and the

Ministry of Labour Human Services & Social Security and other contact persons in outlying regions. During 2008 we also had an independent assessment done by a consultant of our counselling services and are in the process of implementing recommendations made.

Project Coordination

The project is coordinated through the functions of the NGO project coordinator who through direct supervision, reporting and feedback mechanism and intervention is able to ensure that the relevant project activities are appropriately carried out in accordance with the required time frame and cost schedule.

C. Constraints

During this project cycle one of the major constraints was the extended period of time GHARP took to finalize our project proposal, (well into the time frame of this year's project cycle), and the many budget changes that were made by GHARP to our original proposal which made it impossible to meet our objectives of our A&B Prevention programme.

D. Management

During the project cycle Help & Shelter had hired an Office Assistant even though provision for the payment of salary was not budgeted under GHARP. We are hoping that the next project cycle this position is seen as relevant for the success of the program. Other than this, the staff structure remained the same under this project.

The budget went through some minor cuts in terms of not allowing the 5 volunteers to work for the prevention A&B program.

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

- 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

Volunteers who did hotline counseling are;

- o Paula Clifton (migrated)
- o Pauline Solomon
- o Renita Noel
- o Ahillya Shivjatan
- o Monica Fordyce
- o Lorraine George

IV. Lessons Learned/Recommendations

What we would recommend in future that GHARP should be able to give accurate guidance to its NGO partners so that the confusion that takes place after project proposals are written and signed on to is minimized.

V. Materials/Products

No materials were produced by Help & Shelter for this period.