

Activity Report (Matrix) for Quarter I

January - March 2009

Department of Communication and Information			
Outcome: Increased Youth awareness, knowledge and active participation in health sector planning and implementation, and in tracking health resources.			
Activity 1.1: Disseminate YAV's work on social accountability for health and HIV/AIDS sectors to youth through YAV's volunteers, schools and exist youth information centres			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Disseminate publications produced by YAV to 531, 488 boy and 587, 488 girls in 35 wards in four districts (Ilala, Kinondoni, Temeke and Kibaha)	<p>Copies of distribution list.</p> <p>-Copies of booklets: "Jinsi ya Kushiriki katika mipango ya utoaji huduma za afya, and Je Kijana unashiriki kuandaa na kusimamia mipango ya huduma ya afya"</p> <p>Copies of 2008 quarter two newsletter</p> <p>Copies of posters: "Dai Taarifa za mikutano ya bodi ya afya ya wilaya na kamati ya afya katika kata yako, Eti wajumbe wa kamati za afya hawakutani kwa sababu ya kukosa posho za vikao, Baadhi ya ratiba na hatua za kuandaa mpango madhubuti wa kutoa huduma za afya wilayani. huduma za afya, Paza Sauti Dai huduma bora za afya"</p> <p>Copies of folders: "Utoaji wa dawa za kupunguza makali ya virusi vya ukimwi, Is Enough being done, Je wananchi watashiriki vipi katika</p>	<p>For this quarter, a total 905 of YAV's publications have already been disseminated to youths in 35 Wards of Ilala, Kinondoni, Temeke and Kibaha. The majority of these were disseminated through different meetings and events YAV participated. Most of these publications were directly handed to the youths and other people who participated in the meetings and/or exhibitions which these publications were disseminated..</p> <p>The materials disseminated are as follows:</p> <ul style="list-style-type: none"> - 335 copies of two informative booklets. One on the subject of health sector reform and the other on the popularization of the CCHP formulation guidelines. - 215 copies of YAV's newsletters. These newsletters helped to inform our stakeholders about YAV's health sector activities; the newsletters shared YAV's experience in the running of recently 	Done

	<p>usimamizi wa rasilimali za umma katika sekta ya afya?”</p> <p>Copies of Policy briefs: “Maoni Kuhusu bajeti ya wizara ya afya na ustawi wa jamii kwa mwaka wa fedha 2007/08, Elewa bajeti ya sekta ya afya 2007/08, Uwazi na Uwajibikaji, Afya ya mama na mtoto”</p>	<p>established school health clubs, and; addressed issues related to participation of youth in the health sector planning.</p> <p>- 20 copies of four (4) different posters were distributed. Poster 1 addressed the issue of health committee members not holding their statutory meetings; Poster 2 addressed the timetable for development of CCHPs; Poster 3 addressed information sharing on health plans and reports, and; Poster 4 calls for citizens to raise their voices to demand for quality health services.</p> <p>- 190 copies of folders were disseminated. These folders advocated for: a) improvement in human resources for health, b) ARVs, c) citizen participation in public tracking and, d) budget expenditure in the health facilities.</p> <p>- 145 policy briefs were distributed. These briefs publicised: a) YAV’s analysis of the health sector budget, b) transparency and accountability in health resources, c) maternal and child health. Feedback from school health clubs shows that these publications helped youths to understand district health systems and their responsibilities as citizens in improving these systems. Some members applied for positions in</p>	
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		their health facilities committees while others have reportedly been keen to participate in schools health plans as an active example from Mbagala kuu primary school.	
Activity 1.2: Conduct training sessions for youth within Ward level in 35 Wards of 4 districts on issues related to district health sector reforms, policies, planning and budgeting and performance monitoring			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Produce 100 English and 200 Swahili YAV training kit which will include the YAV's training manual developed and pre-tested in 2007. These training kits will provide guidelines for youth trainers on the issues on governance, policy, budgeting and tracking of resources in the health and HIV/AIDS sectors (carried from q4)	- copy of improved training manual	-The training manual which was used for training last year was revised since some sections were found to be contradicting and not easy for trainers to grasp. Staffs and youth trainers revised these sections, In order to involve the wider participation of stakeholders in strengthening the contents, the training manual will be reviewed by stakeholders in a one day workshop before the training kit is produced. This will take place during quarter two.	Not done
Facilitate YAV's Volunteers to conduct youth training in 6 Wards trainings aimed to equip youth with knowledge on issues related to district health sector reforms, policies, planning, budgeting, performance and monitoring of health resources (carried from 4 th quarter)	Copy of improved training manual.	The initial preparations for these trainings which involve identifying wards and building capacity for new volunteers to facilitate these training and preparation of training materials were carried out but the actual training for youth did not take place due financial	Not done

		constraints. These training sessions will resume in the third quarter.	
Activity 1.3: Radio and televisions programmes to be conducted on a weekly basis by youth to stimulate youth awareness, knowledge and active participation on issues of social accountability in the health and HIV/AIDS sectors			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
A weekly radio programme 12 sessions to be aired by young men or women from the four districts aimed at stimulating youth awareness, knowledge and active participation on issues of social accountability in the health and HIV/AIDS sectors, through participating and contesting in live discussion and quizzes through telephone call in/or presence in the studio.	-Draft of contract for radio one stereo. - Radio programme timetable	The new contract for the first quarter was prepared but it was not signed due financial difficulties our organisation faced in the first quarter. The radio programs will start in the third quarter.	Not done
Document radio and television programmes and topics on both hard and soft copies for analysis and further sharing and reference		This activity depends on the radio and television programs, since there was no program aired in this quarter no documentation took place. And analysis for this quarter was not done, but will be available when the radio program commence in the third quarter.	Not done
Continuing discussions with various television stations in order to get prepaid free slots to communicate information to a wide population and to stimulate greater awareness and active participation amongst youths on issues of social accountability in the health and HIV/AIDS sectors.	Documented topics	Discussions with TV stations aimed at securing a prepaid free slot were done. We contacted ITV for this purpose and we are assured to get a free program in the second quarter.	Not done

Activity 1.4: Produce YAV's quarterly newsletters to communicate information about YAV and updates on issues arising within the health sector			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Produce 2000 copies of a newsletter in order to communicate and disseminate findings and lessons learned from our activities also to inform the public on issues related to health service delivery, policy processes, planning and governance of health sector. (carried from 4 th quarter)	-Compiled articles for q3,q4, - Compiled article for Q1 - Profoma invoice	Quarter three newsletter of 2008 was finalised and it was approved to be published but the financial position did not allow this to take place in this quarter. Also the articles for quarter four newsletter 2008 are already compiled and wait to be sent to the translator and then to the editor. The articles for this quarter are also compiled and were circulated to staffs for comments, These newsletters will be available at the end of quarter two 2009.	Not done
Activity 1.5: Translate into Swahili and popularise into easy accessible language and format of identified health and HIV/AIDS related policies, strategies, programmes and reports through publications			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Identify, translate into Swahili and popularize one key document issue in order to make it accessible to youth (carried from quarter 4)	-A popularized draft of 2007 National Health Policy - A copy of HIV/AIDS (Prevention and Control) Act 2008.	The draft 2007 NHP popular book which was carried from the fourth quarter 2008 was not printed in this quarter due financial constraints. In order to promote the credibility of this booklet we intend to collaborate with MoHSW in publishing it. Also the HIV AND AIDS (prevention and Control) Act, 2008 was identified for popularization and contract for legal consultant who will translate this document into simple language will be prepared in the quarter two. The effort to identify some new documents to popularize continues in which one document is already identified (MMAM)	Not done

		the process to identify other documents will continue in the second quarter with the help from other staffs, youth and volunteers.	
Activity 1.6: Management of school health governance clubs to discuss issues related to social accountability in the health and HIV/AIDS sectors			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Facilitate volunteers to conduct discussions on social accountability in health and HIV sectors in school health governance clubs on issues of basic health rights for youth which includes right to access health care services, participation, access to information, their responsibilities, and legal bodies.	-Documented discussion reports from conducted discussions. - Independent school time tables.	122 discussions were planned for this quarter out of which, 80 discussions were conducted. This was contributed by the fact that the schools had a very tight schedule in the first quarter. The topics discussed helped member's to acquire knowledge in health governance in their respective wards. This knowledge helped the members to participate in school committees as reported in different schools also some members vied for post in dispensary committees. In the wards which school health clubs were established youth have started to participate in street assemblies.	66% done
Activity 1.7: Newspaper articles and cuttings			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Publish a monthly article in newspaper in order to share our experience and also publicising different works regarding health governance in Tanzania.	Profoma Invoice	No article was published during this quarter due to financial snags	Not done
Document newspaper cuttings through filling the articles to produce a	- Newspaper cuts.	In this quarter, a total of 594 articles related to health issues have been cut	-done

<p>compilation bound of health related news based on health service delivery issues such as equity, affordability and quality as well as professional conduct and the challenges in overall health sector. And its analysis to be shared by other stake holders.</p>		<p>and documented. Analysis for this quarter will be done in the second quarter.</p>	
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Department of Community Mobilisation			
Outcome: Local government authorities and health service providers are transparent and accountable to the public by providing timely and accessible information on health, implementing participatory district health planning and delivering			
Activity 2.1: Facilitate youth engagement to advocate for accountability and transparency in implementation of the roles and functions of health boards, health and HIV/AIDS committees in the four districts.			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
No planned activity for Q1			
Activity 2.2: Engagement in 2008/09 CCHPs formulation for the four districts			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Facilitate Youths to participate in the street committees within their respective Wards to discuss and collate information on the communities' health priorities for the health facilities.		In order to participate youth were to make follow up of the time table of when the meetings/assemblies were to be held. Due to this it was difficult for volunteers to participate in previous street committees as there were no proper dates or time table set for those community to meet. They usually meet when there is something to discuss and the responsible person is passing through the street announcing about the meeting and venue. Volunteers and field assistants will be making follow up of when the meeting are going to be conducted. For easy monitoring they will note down the agendas and minutes for those meetings.	On going
Activity 2.3: Monitor implementation of CCHPs and District HIV/AIDS plans (2008/09)			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Track quarterly implementation of CCHPs	-CCHP documents	At this quarter we planned to monitor implementation of	On

<p>and district HIV/AIDS plans with the aim to see if the budgets and plans are implemented appropriately and are done so for the benefit of the local community. Write a report and disseminate findings to stakeholders.</p>	<p>for all the four districts acquired.</p> <ul style="list-style-type: none"> - Checklist are in place - Pre-test report is in place - Copies of sent and received letters are documented. 	<p>CCHPs and District HIV/AIDS plans for Q1 and 2 of the District health plans (2008/09) in 35 wards. The checklists were developed and revised by all staff. Before distributed to volunteers the pre-test was done in 8 cost centres by 2 field assistants and 1 YAV staff.</p> <p>During Monthly meeting (28th March, 2009) Volunteers were trained on how to use those checklists before going to the field for data collection.</p> <p>We managed to collect 17 complete checklists however in the remaining health facilities volunteers were told to provide letters to Municipal Directors in all the Municipals seeking the approval to conduct the CCHP monitoring as well as explaining the purpose of that process.</p> <p>We have already got the approval letters from Kinondoni and Temeke Municipals and copies of those letters were sent to cost centres for reference. Volunteers are still continuing with the monitoring process while those of Kibaha and Ilala Districts are waiting for approval letters.</p>	<p>going</p>
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Activity 2.4: Engagement with Councillors and Districts Authorities

Sub-activity	Documented sources of evidence	Progress against output/activity	Status
No planned activity for Quarter 1			

Activity 2.5: Analytical Works for Social Accountability

Sub-activity	Documented sources of evidence	Progress against output/activity	Status

<p>Analyze the performance management in implementing district health annual and medium term plans (Strategic Plans) and HIV/AIDS interventions in the four districts. Produce policy briefs to communicate information to all YAV stakeholders and target audience.</p> <p>The aim of this activity is to look at how each health department in the four districts performs in implementing their annual and medium term plans.</p>	<p>-ToR for a consultant to conduct the CCHP Review is in place</p> <p>-The 1st draft report of the CCHP Review is in place</p>	<p>The plan was to hire the consultant to conduct the performance management (a review for CCHPs and District Health Implementation Plan). The consultant was identified and hired and she has already provided the draft report which was circulated to all YAV staff for comments and inputs.</p> <p>We collected and compiled comments from staff and were sent to consultant for 2nd draft which will be reviewed by the adviser from Ministry of health and YAV will also conduct a consultative meeting to discuss those findings with district officials. Consultant will compile inputs from the reviewed report and consultative meeting to make the final report.</p>	75%
Activity 2.6: Monthly volunteers' meetings			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Facilitate volunteers and enhance Capacity Building at meetings every month.	<p>-Minutes from January, February and March meetings are filed.</p> <p>-Attendance sheets documented.</p> <p>-Compiled agenda are in place.</p> <p>-Photos documented.</p>	<p>In this quarter we planned to conduct three volunteers meetings. All the meetings were conducted on time (on 31st January, 28th February and 28th March 2009) at YAV office in Kinondoni.</p> <p>These meetings involved giving feedback of their previous duties such as collecting complete CCHP checklists and collecting names and contacts of the health committee members for updating the Information package.</p> <p>Share experiences related to their work at their respective wards, assigning new duties as well as orienting new volunteers and reminding others on</p>	100%

		different issues including their roles and responsibilities, how to use the checklists for monitoring of CCHP implementation etc.	
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Department of Policy and Advocacy			
Outcome: Central government is transparent and accountable to the public on health matters by providing timely and accessible information and ensuring participatory health planning, implementation, monitoring and evaluation.			
Activity 3.1: Conduct analysis and hold joint consultative sessions with the Parliamentary Committee for Social Services and other key parliamentary committees, as well as District Councillors in the four districts, to promote equity in the health and HIV & AIDS sectors and conducting analyses on planning and resource allocation, expenditure management, performance management, public integrity, and oversight, for affordable and accessible health care services			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Download from Parliament's website all questions and answers related to the health sector for this quarter assess outcome of our engagement and produce policy brief for wider sharing	-Questions and Answers relating to health downloaded -Hansards for 29 th January 2009, 1 st , 4 th , 7 th and 15 th February 2009 documented	The activity was done and health related questions were downloaded from the Parliament's website ready for assessment and producing policy brief for wider sharing. At the end of the third quarter, a policy brief will be produced that will show/assess the outcome of our engagement with the MPs.	Done
Activity 3.2: Media campaigns on challenges and opportunities encountered regarding the social accountability of the health sector			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Press conferences, newspaper articles		The aim of this activity is to make sure that our analytical works on policy, health and HIV/AIDS sectors governance reach a wide audience and provoke discussions. In the first quarter this was not done as it depends on the findings from our analytical works as well as Radio programs which were not aired.	Not Done

Activity 3.3: Participate in Public Policy dialogues and processes for Health and HIV Expenditure Review processes, Joint Annual Health Sector Review, SWAp Technical Committee, Public hearings for Bills, CSOs exhibitions, Etc			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Participate in Public Policy dialogues and Processes for Health	.	.	Done
Public hearings for Bills	<p>-Invitation letter from the Parliamentary Social Services Committee.</p> <p>-YAV commentary on the improvement of Human DNA Regulation Bill Supplement</p>	<p>The department analysed, commented and made recommendations on the improvement of the 2008 Human DNA Regulation Act to the Parliamentary Social Services Committee. The inputs were to improve the deficiencies of the bill once passed so as to effect its practicability in the context of Tanzania</p>	
CSOs exhibitions	<p>-Invitation letter from the Foundation for Civil Society.</p>	<p>The SPO attended CSOs Exhibition in Zanzibar and presented to the Women Development and Social Services Committee of the House of Representatives in Zanzibar as well as CSOs representatives in the Isles on YAV experiences in engaging with parliamentarians. They were really impressed with the way we have been engaging with the parliamentarians and how receptive our members of parliament are. The committee stressed out the advantages associated with our engagement and promised to propose to their House of representative on the need of</p>	

		engaging stakeholders.	
Activity 3.4: Participate in activities initiated by NGO networks and other partnership of which YAV is a member, which are aimed at reaching YAV's outcomes			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Participate in Network meetings, discussions, workshops, working groups and activities	<p>-The invitation letter from Policy Forum, Women's Dignity</p> <p>- Presentations made on the meetings</p> <p>- Documents shared from these meetings.</p> <p>-Invitation letter from Southern African AIDS Trust</p>	<p>The PO's and PA for this component have been attending the monthly meetings by Policy Forum specifically the Budget Working Group (BWG). Staff members who are now attending the Local Government working Group (LGWG) are from the department responsible for Community Mobilization. These meetings provide avenues for sharing experiences and carry out some tasks jointly.</p> <p>The PO also attended the press conference with media representatives regarding the launch of a research study 'Barrier's Study' done by Women Dignity. The study uncovers to the communities and those responsible with provision of social services the factors that hinder accessibility to these services. It involved government officials, different CSOs and people of the media.</p> <p>The PO for HIV/AIDS at YAV participated in learning the fundamentals of HIV/AIDS and Human Rights. The workshop further aimed at giving participants the opportunity to share experiences and identify opportunities on how HIV/AIDS and Human Rights can be integrated into their operational activities taking into account issues like gender, disability, positive living and stigma and</p>	Done

		<p>discrimination</p> <p>Department of Policy and Advocacy attended the HEqG stakeholders meeting and the planning meeting held in January 2009 at Peacock Hotel millennium tower .The objective of the meeting was to give participants an opportunity to know and discuss activities of health equity group and to highlight the challenges ahead of us in 2009. The meeting ended successfully and the plan for 2009 is now in place.</p> <p>On March 2009 at TGNP during the Gender and Development Seminar Series (GDSS), the Health Equity Group discussed the impact of Sexual Offences Special Provision Act and the statement issued by the Ministry of Justice and Constitutional Affairs as quoted by weekly news. The PA of department of policy and advocacy attended the discussion.</p>	
<p>Activity 3.5: Efficient and effective rapid response advocacy to policy development and quality of health service delivery in Tanzania through NGO forums and networks, such as Policy Forum, Health Equity Group, HIV/AIDS PER Working Group, Local Governance Working Group and FemAct, etc</p>			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Public statements, quick meetings, possible travels, etc		This activity aimed at responding efficiently and effectively on issues that arise relating to governance, policy development, legislation, and quality of health service delivery in Tanzania. A rapid response depends on issues emerging and the aim is to build a socially responsive society to the affairs and conduct of the government hence	Not Done

		in the first quarter this activity was not done.	
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Department of Monitoring and Evaluation			
Activity 4.1: Program Development and Implementation			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Organise and host board of trustees meeting(s)	Board of Trustees Meeting Minutes	A four hour meeting took place on 27 th March, 2009, YAV premises	100% complete
Conduct weekly/monthly staff trainings on health outcomes, health sector reforms, budgeting processes and budget analysis, resources tracking, new research methods and M&E (staff to attend learning and development trainings and conferences to improve performance)	Back to office reports	Two staffs attended training organised by REPOA on Budget analysis for period of three days. The training aimed at enhancing the capacity of CSOs in understanding and analyzing the National Budget and the governmental processes that lead to the allocation and utilization of resources.	Ongoing
Plan and advertise for staff vacancies	YAV website and email. Adverts for two available posts were circulated via YAVs email list. The adverts also appeared in the most popular web-blog in Tanzania and on YAV's external Website.	We have advertised two posts - Finance and Administrative Officer and Programme Coordinator. Awaiting responses by closing date to conduct selection process.	80%
Activity 4.2: Programme monitoring, evaluation and documentation conducted, and improvements taken into consideration.			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Compile annual narrative report 2008	Copy of the annual report	The report is in final draft but awaiting financial input from	80% complete

<p>Preparation for the Annual Review Stakeholders to be held in second quarter of 2009</p>		<p>external auditors report. Minor changes needed as requested by Board of Trustees.</p> <p>Board of Trustees meeting propose the date for the annual stakeholders meeting to be held on the first week of June</p>	<p>Ongoing</p>
<p>Strengthening the implementation of the monitoring framework for the strategic plan using logical framework analysis</p> <p>Quarterly progress activity reports</p>	<p>Logical Framework document(s)</p> <p>Reports</p>	<p>All departments are working on the quarter one report to be finalized end of April</p>	<p>70% complete</p>
<p>Coordinating the Management Meetings</p>	<p>Management meeting minutes</p>		
<p>Documentation of events (event report forms)</p>	<p>We have been continuously advising staff to effectively store important documents re events for future reference. We have re-organised the exchange drive so that staff can use an effective system to document their</p>	<p>Ongoing activity</p>	<p>100% complete (ongoing activity)</p>

Facilitate staff performance assessment	daily activities. Copies of staff performance assessments – personal files	100% complete	100% complete
Activity 4.3: Coordinating Media Engagement and Information Sharing			
Sub-activity	Documented sources of evidence	Progress against output/activity	Status
Coordinate all YAV Media engagements	YAV's Website, contracts	We have been assisting and working with all departments to carry out media activities effectively.	Ongoing
Updating and maintaining YAV Website		A new design of the Website has been launched – contents regularly updated and reviewed.	80% complete (ongoing process)
Sharing information offline – targeting Youths who may not be able to access a computer or the Internet	Photos, event reports	We have been distributing a variety of YAV materials – not only through school governance clubs but through civil society events	Ongoing activity

