



# THE ROUTE TO GOOD LIVING

## HIV PREVENTION IN THE TRANSPORT SECTOR

An overview of **roles and responsibilities** for HIV prevention strategies in transport sector projects



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GOOD LIVING**

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## About this pamphlet

Cross-border trade is vital for Africa's economic growth. Increased **mobility** and longer **travel** routes also **extend the reach of HIV** and AIDS. **Mobile workers** such as truckers, construction workers, and project managers **are among the most at-risk** populations for HIV infection. HIV risk in **communities near construction** sites also increases because of contact with these outsiders and easier access once roads are complete.

The risk of HIV infection associated with new roads can be reduced. The World Bank Africa Transport Team gives high priority to the campaign against the HIV and AIDS pandemic and we have pledged to mainstream HIV prevention activities within our transport portfolio.

### KEY STAKEHOLDERS:

World Bank Task Team Leaders
Ministries of Transport / Line Ministry
Project Coordination Units
Contractors/Supervision Consultants
NGOs / Implementers

construction. Government and other donors should also incorporate such agreements into their standard conditions of contract.

You are strongly encouraged to work with the National AIDS Coordinating Authority (NACA) within your country

This pamphlet provides an overview of the roles and responsibilities for you, the key actors within the transport sector, according to each stage of a project cycle:

1. Identification
2. Preparation
3. Implementation/Supervision
4. Completion

HIV prevention activities are integrated into a middle range of tasks and procurement contract clauses, which are part of the bidding documents for road

to comply with the Three Ones Principles.<sup>1</sup> This coordination should start at the early stages of project identification and preparation and continue through implementation.

This pamphlet is a work-in-progress and will be updated with your feedback and posted at [www.worldbank.com/afr.ssatp](http://www.worldbank.com/afr.ssatp).

<sup>1</sup>The Three Ones Principles are: One agreed HIV and AIDS action framework that provides the basis for coordinating the work of all partners, One National AIDS Coordinating Authority with a broad-based multi-sector mandate, One agreed AIDS country-level monitoring and evaluation system.



# 1. Identification

## WORLD BANK TEAM LEADERS

**What is your role as TTLs during project identification?**

As TTLs, you make sure that HIV prevention activities are integrated into the project. You review previous and current prevention efforts, in order to identify the program needs for the geographical area where the transport activities will be implemented.

**At what stage of the project do TTLs start talking about HIV prevention activities?**

You begin discussions about HIV prevention activities during the project's identification and preparation phases.

**What are you expected to do in a Project Concept Note (PCN)?**

Before negotiations, particularly during the evaluation mission, you work closely with the Bank HIV/AIDS focal person to incorporate HIV prevention activities into the project. You should be sure that HIV risks are part of the environmental assessment.

**What partnerships should we develop and maintain?**

You develop and maintain partnerships with:

- National AIDS Coordinating Authority;
- Focal Point in the Ministry of Transport;
- Environment Specialist or equivalent in the Coordinating Unit; and
- Key NGO's working in the field of HIV/AIDS and transport.

**Where, under civil works, do we include the HIV/AIDS subcomponent?**

You bundle it under the social component.

**What are the implementation costs of the HIV/AIDS contract clauses**

Because the HIV/AIDS subcomponent is embedded in the social component, it is difficult to know actual costs. The best cost estimate is from the initial baseline study in the action plan and budget

**Should every project have the same type of HIV/AIDS component?**

No. Each project is tailored to the environment. The baseline study determines the objectives, the strategy, and the goal.

## MINISTRIES OF TRANSPORT / LINE MINISTRY

**What is our role in the Ministry of Transport/line Ministry?**

The HIV/AIDS Focal Point is seated within the Ministry of Transport/line Ministry. Through the Focal Point, the Ministry is in contact with the National AIDS Coordinating Authority (NACA), Road Agencies, and the Coordinating Unit.

**Does this pamphlet only address issues relating to the implementation of HIV/AIDS contract clauses for road construction sites?**

Yes.

**What is the profile of the Focal Point?**

The Focal Point is an ad hoc group, committee, or individual working at a central level to represent the transport sub-sectors and/or any ministry that defines transport and public works policy. The Focal Point's mission is to initiate and coordinate the implementation of the Ministry's HIV and AIDS strategy. It also coordinates additional training to strengthen HIV and AIDS competencies.

The Focal Point plays an essential advocacy and leadership role in addressing HIV and AIDS.

## PROJECT COORDINATION UNITS

**What is our role as the Project Coordinating Unit during project identification?**

In the project identification phase, you:

- Designate the counterpart for HIV/AIDS matters;
- Contact the Focal Point in the Ministry of Transport/line Ministry;
- In collaboration with the contractor/consultant identify the NGOs and other implementing agencies working in the field of HIV/AIDS and transport;
- Set criteria selection for the NGO (or other agency) including:
  - proper legal status, i.e. registration with a statutory authority;
  - capacity to deliver;
  - soundness of administrative and financial management systems;
  - a track record in HIV education, including a minimum of three years community level experience in HIV prevention; and,
  - liaison with the HIV/AIDS National Program.



## 2. Preparation

### WORLD BANK TEAM LEADERS

**How are we involved in getting HIV prevention into a project?**

As TTLs, you make sure that the baseline study includes HIV and AIDS-related data, as well as an action plan, detailed budget, and timetable based on those data. The baseline study is critical for tailoring the goals, objectives, and strategy to the environment; for cost estimates; and for monitoring and evaluation. See environmental assessment information in the Supervision/ Implementation cycle.

### MINISTRIES OF TRANSPORT / LINE MINISTRY

**What is our Ministry of Transport/line Ministry's role during project preparation?**

You start developing a strategy to create collaboration and exchange among all relevant stakeholders. Your Ministry also facilitates and maintains communication to ensure effective project planning.

### PROJECT COORDINATION UNITS

**During project preparation, how do we review NGO and other proposals for activities they will implement during the project?**

NGOs submit proposals to the Consultant at the construction site and the Consultant sends them to the Project Coordination Unit (PCU). Within the PCU, the HIV and AIDS Specialist processes the proposal, scrutinizes it, provides technical and financial review, and meets with the NGO. All this happens before the World Bank provides comment.

### CONTRACTORS/SUPERVISION CONSULTANTS

**During project preparation, what is our role in implementing contract clauses for HIV and AIDS education?**

As the contractor, you are responsible for ensuring that HIV and AIDS education is provided to all construction site employees and their families throughout the life of the road construction. Activities are to include:

- Face-to-face education using participatory group and peer-education methods,
- Distribution of information, education, and communication (IEC) materials,
- Male and female condom distribution, and
- Referral (not direct services) to community based HIV and AIDS counseling, testing, care, and treatment.

**As the Contractor, are we expected to conduct the HIV and AIDS education?**

No. Typically you will contract an experienced NGO or other implementing agency to conduct the HIV and AIDS education. This agency should be selected in collaboration with the Coordination Unit. To identify an agency, you can request referrals for potential agencies from the donor, the National AIDS Coordinating Authority, or others involved in HIV prevention.

Once you select an agency, develop detailed Terms of Reference. The Terms indicate when, how, and at what cost the agency will satisfy your requirements and provide supporting documentation.

You should include in the Terms of Reference HIV education for your own team.

**Who are the target groups for HIV prevention activities?**

HIV prevention activities target all contractor/consultant employees and their families. As the contractor, you may also decide to include local communities impacted by construction.

**How can we find the clauses or template contract for contracting with a service provider?**

You can obtain contract clauses from the Project Coordination Unit.

**Who is financially responsible for the costs of providing HIV and AIDS activities?**

Costs for HIV and AIDS education are covered by the relevant clauses under the civil works contract.

### NGO/IMPLEMENTING BODY

**What activities must we include as part of the HIV education for workers and their families?**

The activities you conduct need to include:

- Face-to-face education using participatory group and peer-education methods,
- Distribution of information, education and communication (IEC) materials,
- Male and female condom distribution, and
- Referral (not direct service) to HIV and AIDS counseling, testing, care and treatment.

**Where can we find tailor-made approaches for HIV prevention education for the transport sector?**

You can use the toolkit *Road to Good Health: HIV in Infrastructure Projects*. It includes training strategies, curricula for construction workers, community members and sex workers, sample IEC materials, and resources. Although the toolkit was designed for the East Asia and the Pacific Region, you can adapt the material to use anywhere in the world. Access the materials at [www.theroadtogoodhealth.com](http://www.theroadtogoodhealth.com)

## 3. Supervision/Implementation

### WORLD BANK TEAM LEADERS

**As TTLs, what is our role during the project's supervision/implementation phase?**

During this phase, you supervise Monitoring & Evaluation activities (see Completion section).

### MINISTRIES OF TRANSPORT / LINE MINISTRY

**What is our supervisory role?**

The Ministry provides on-going monitoring to make sure everything is carried out according to the signed contract. Monitoring is achieved through regular meetings with the NGO, the Consultant, and the Focal Point. The Ministry ensures that the NGO or other implementing agency produces timely and relevant reports.

**Which partners are involved during implementation?**

In the Ministry of Transport/line Ministry, you ensure that these partners are involved:

- Donors,
- Ministries and all departments involved in the project,
- Construction Contractors and Consultants,
- National AIDS Coordinating Authority (NACA),
- Coordinating Unit, and
- NGOs and other agencies implementing HIV prevention projects.

The implementing agency works closely with the National AIDS Coordinating Authority to comply with the "Three Ones Principle."

**What role does the National Road Authority play?**

The National Road Authority endorses the program, maintains a good coordination mechanism, helps forge partnerships with the private sector, and provides necessary capacity building for staff.

**What mechanisms has the World Bank put in place to ensure that road construction HIV and AIDS funds are used in the right way?**

A Social Environmental Specialist is commonly involved in the implementation of HIV prevention activities.

An Environmental Assessment process is a vehicle for HIV and AIDS assessment and management. This is a logical approach because:

- The Environmental Assessment process follows a project from initiation to implementation;
- The Environmental Assessment includes human health issues, and there is already a track record with HIV and AIDS issues incorporated into Bank-funded projects;
- Linking HIV and AIDS issues to the Environmental Assessment mitigates the need for development projects to undergo an additional assessment process.

### PROJECT COORDINATION UNITS

**How often should we review the project as it is implemented?**

You will conduct project supervision in the field on a regular basis. Periodically, you report to Bank missions on progress achieved in meeting project indicators. Missions evaluate progress.

**Why doesn't the World Bank give more specific direction about how to implement HIV and AIDS worker education?**

The role of the World Bank is technical assistance. The Bank does not provide specific requirements for HIV and AIDS education; rather the Bank relies on coordination with NACA and other partners to guide country-specific activities.

**While road construction is a time-bound project, road usage increases and HIV/AIDS and poverty remain. How can the World Bank transport sector support sustainable prevention measures?**

Coordination of efforts with all stakeholders, in accordance with the Three Ones Principles, during the preparation and implementation phases of the project will result in sustainable structures for continued education when road construction ends.

**Who supervises the HIV education activities?**

As the Project Coordinating Unit, you supervise HIV prevention education, in collaboration with the Supervision Consultant.

**What is the sanction if contractors do not follow the contract clauses that require provision of HIV and AIDS education to workers?**

Contract terms must stipulate all required actions relating to HIV and AIDS worker education. When service is not adequately rendered, this should be specified and tied to the first payment. The contract penalty can be applied.



## 3 PROJECT CYCLE

# 3. Supervision/Implementation (continued)

### CONTRACTORS/SUPERVISION CONSULTANTS

**As the Contractor, how can we effectively monitor the HIV and AIDS education activities?**

See the Completion section of this pamphlet for guidance on monitoring and evaluation. As the Contractor, you ensure that activities are carried out according to the Terms of Reference of the contract. You conduct monitoring in coordination with the Project Coordinating Unit, and the Focal Point at the Ministry of Transport/line Ministry.

**Is treatment provided in the project for STIs and HIV and AIDS?**

No. The transport sector can only provide HIV prevention activities and referrals for care and treatment.

**How can contractors/consultants, who do not have experience with HIV and AIDS, get help to supervise and monitor the performance of the service provider?**

You can:

- Work with NGOs or other agencies that have expertise and track records in HIV prevention education,
- Collaborate with the National AIDS Coordinating Authority to ensure compliance with the “Three Ones Principle,”
- Use the Toolkit prepared for the East Asia and Pacific Region Transport Sector. Find it at [www.theroadtogoodehealth.com](http://www.theroadtogoodehealth.com), and
- Use the M&E data collection sheet and Quarterly Report form (found at [www.worldbank.com/afr.ssatp](http://www.worldbank.com/afr.ssatp)) to report on the project’s progress to the Project Coordinating Unit.

### NGO/IMPLEMENTING BODY

**What kind of reporting are we required to submit?**

As the NGO/Implementing Body, you collaborate with the Project Coordination Unit to submit a baseline study, conduct regular program and financial monitoring and evaluation, to submit quarterly reports, and an end-of-project completion report.



# 4

PROJECT CYCLE

## 4. Completion

### WORLD BANK TEAM LEADERS *and* MINISTRIES OF TRANSPORT

**What should be included about the HIV/AIDS subcomponent in the project's Implementation Completion Report (ICR)?**

The following should be included in the project's ICR:

- Feedback from concerned parties and stakeholders,
- Information from reports of the NGO or other implementing agency,
- Conclusions of an assessment review, and
- Summarized findings.

**Who is responsible for the Monitoring & Evaluation (M&E) component?**

The Project Coordinating Unit is responsible for putting in place a process that provides regular and consistent monitoring and evaluation that can be reported to Bank and Ministry officials.

**How should the M&E mechanism be implemented?**

For guidance on monitoring & evaluation of HIV prevention projects for the Africa transport sector see: <http://www.worldbank.org/afr/ssatp>.

In planning, consider existing M&E frameworks used by other stakeholders, including the National AIDS Coordinating Authority, UNAIDS, and others.

During the baseline phase determine what to measure, select indicators of quality/success, and identify sources of data.

Determine capacity for M&E processes, internal and external resources for collecting, analyzing and disseminating data, and adjust M&E expectations accordingly.

Collect data and information through periodic surveys and other data collection for quarterly, mid-term, and completion reviews.

Utilize data analysis to improve the program.

**Should M&E procedures be standardized?**

Where activities and desired results are similar, a standardized M&E framework can help build an evidence base for promising practices and help shape policy. At the same time, there may be varying capacity for M&E and projects may differ.

**How can impact be measured?**

An impact evaluation measures changes in knowledge, skills, attitudes, and behaviors that have occurred because of the intervention. A baseline must be established at the onset of the program, so that change can be measured later. In this way, indicators can go beyond counting how many pamphlets, condoms, or training sessions were delivered.



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## Resources / References



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For more information please visit

<http://www.theroadtogoodhealth.org>

<http://www.worldbank.org/afr/ssatp>

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