

**NACOSA**  
COLLECTIVELY TURNING THE  
TIDE ON HIV, AIDS AND TB

## **Networking HIV/AIDS Community of South Africa (NACOSA)**

### **Global Fund MSM/LGBTI Higher Education Programme**

#### **Report 1: Period July – Aug 2013**

**Compiled by: Benjamin Janse van Rensburg – MSM Programme Manager**



higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## 1. Selection of HEIs for the MSM/LGBTI HEI Programme

The HEI proposal review and selection meeting took place on 26 July 2013. Please find attached the minutes of the meeting (Annex 1). Twelve HEIs were selected from the 18 who applied for both Phase I and Phase II of the programme. It was suggested that Rhodes and UCT are added to this list as they both indicated they do not need a specific programme co-ordinator position and that funding could be sourced for the programmatic costs in Phase II by both HEAIDS and NACOSA. Rhodes has subsequently decided not to participate in the programme. They can only get ethical clearance in the middle of October and also feel that they have a comprehensive response to the needs of the MSM/LGBTI population on campus. There is still a question mark surrounding the Walter Sisulu University and the possibility of them being able to catch up and administer the survey before the end of the September. The decision to either continue with them or not will be made by the end of this week (13 September 2013). Please see the list of the selected HEIs below:

SELECTED HEIs for the MSM/LGBTI HEI Programme	
1	Central University of Technology
2	Durban University of Technology
3	Mangosuthu University of Technology
4	Nelson Mandela Metropolitan University
5	Tshwane University of Technology
6	University of KwaZulu Natal
7	University of Limpopo
8	UNISA
9	Stellenbosch University
10	University of Venda
11	University of Zululand
12	Walter Sisulu University
13	University of Cape Town

## **2. Phase I – Rapid Sexual Health KAP Survey**

All HEIs were informed about the results of the selection meeting. NACOSA drafted a Service Level Agreement for Phase I of the programme (Rapid MSM/LGBTI KAP Survey) and circulated this to all selected HEIs for review. Marketing material and the electronic survey questionnaire (Go to [www.campussex.co.za](http://www.campussex.co.za) to view survey) were delivered and communicated to all HEIs for use during the KAP survey. All 14 HEIs were visited during August and September 2013. NACOSA was introduced to the teams/units that will be working on this programme with the newly appointed programme co-ordinator and was provided with an update in terms of the ethical clearance process and the proposed implementation and administration of the survey.

It has been a challenge for most HEIs to get ethical clearance to begin with the survey on their respective campuses. Currently the University of Stellenbosch, University of Cape Town and the University of Limpopo have started with the survey. The majority of the HEIs will only get clearance in the middle of September, which leaves very little time for the survey before then end of October and the beginning of exams when most students may not be reachable. This means that the final report on the results will only be completed later in Phase II of the programme.

NACOSA has identified the week of 4 – 8 November for two people from each of the HEIs to attend; firstly a two day planning workshop in Cape Town (4-5 Nov) and secondly for the programme co-ordinators to begin their training and induction to the programme (6-8 Nov). The results from the KAP survey will be used to inform programming for Phase II.

## **3. Phase II – MSM/LGBTI HEI Programme**

Not all HEIs will have appointed a programme co-ordinator for Phase II of the programme by October but we are hoping to have the majority of the newly appointed co-ordinators at the above mentioned meeting in November. A draft advertisement for the programme co-ordinator positions has been circulated to all HEIs for both internal and external advertising of the position. Please see attached a job description for the position (Annex 2). Quite a few of the HEIs have indicated that they have a person in mind and we hope to get someone from the target population in each of the advertised positions. The budget makes provision for 20 days of training which will be spread across quarter one and two of the grant period.

## **4. Conclusion**

The overall response from all the selected HEIs has been extremely positive and it is clear that this programme will add value to the existing HIV prevention and wellness activities on campuses. Many expressed the need for information, training and

sensitisation in order to better work, identify and provide a comprehensive package of care to this key population. We realise that each HEI is unique, with a unique culture and that each programme will be custom made to suit these different environments. This can only enrich the development of a best practice model and we look forward to building strong relationships.

**Signature:**

A handwritten signature in black ink, appearing to read 'Benjamin Janse van Rensburg', written in a cursive style.

**Benjamin Janse van Rensburg**

**Date:**

10 September 2013

**Annex 1:**

**MSM/LGBTI HEI PROGRAMME**

**HEI SELECTION MEETING**

**26 JULY 2013**

**1. OPENING AND WELCOME**

Attendees: Miriam Chipimo, Ramneek Alhuwalia, Maureen van Wyk,  
Benjamin Janse van Rensburg, Marieta de Vos

Marieta welcomed the participants and covered the agenda and the following administrative matters:

- i. Conflict of Interest / bias: The evaluation process must be free of bias and any perception of bias. Any conflicts of interest (Actual, potential or perceived) and possible issues of bias must be disclosed. The Conflict of Interest Declaration was signed by all panel members (Annex 1).
- ii. The panel chairperson is the only person permitted to comment to outside parties about the evaluation process and outcome. As the information is confidential the panel should not discuss any element of the process with other parties.
- iii. NACOSA has procedures for keeping the bidding information secure. All applications are filed. Minutes of proceedings are kept and reported to the Global Fund. Applications are also scanned and stored electronically and are available for scrutiny by KPMG and the Office of the Inspector General of the Global Fund.

**2. REVIEW OF PROPOSALS**

## **2.1 Introduction and Overview of MSM/LGBTI HEI Programme**

Benjamin gave an overview of the phased Global Fund funded programme and the timelines for the KAP Study and Phase II.

## **2.2 Criteria description**

Benjamin provided an overview of the criteria-related questions which were included in the Call for Participation ([Annex 2](#)). Ramneek provided information about the student numbers at the HEIs as well as the HIV prevalence indications stemming from research done at HEIs.

Benjamin indicated which submissions were received by the cut-off time at midnight Wednesday 24 July 2013 ([Annex 3](#)).

Ramneek requested that two late submissions also be reviewed as his office was informed that they would not be able to submit on time. The decision was that, in the interest of an open and fair process, all late proposals would only be considered should there not be twelve HEIs selected from the submissions that were received at the cut-off time.

Benjamin then presented a summarised matrix of the 14 eligible proposals.

## **3. SCORING OF THE PROPOSALS**

The panel discussed the summarised findings and including the information on student numbers and prevalence indications. The Universities of Cape Town and Rhodes University indicated that they don't need Programme Officers but would like to be involved in the programme. After discussion, Ramneek suggested that these two HEIs can become part of the KAP Survey and that HEAIDS and NACOSA will source funding for implementation costs of the programme for both HEIs. This would leave room for the selection of one additional HEI.

Benjamin provided a summary of the three late submissions, namely the Mangosuthu University of Technology, the University of the Western Cape and Vaal University of Technology. The panel unanimously agreed on the selection of the Mangosuthu University of Technology based on its excellent proposal and bigger need for the programme due to a high general HIV prevalence rate.

#### 4. CONSOLIDATION

The panel unanimously agreed on the selection of the following HEIs:

1	Central University of Technology	<a href="mailto:gconje@cut.ac.za">gconje@cut.ac.za</a> 051 5073154
2	Durban University of Technology	<a href="mailto:thobilez@dut.ac.za">thobilez@dut.ac.za</a> 031 3732287
3	Mangosuthu University of Technology	<a href="mailto:rlakamathebula@mut.ac.za">rlakamathebula@mut.ac.za</a> ; <a href="mailto:martha@mut.ac.za">martha@mut.ac.za</a> 031 9077534/ 031 9077289 031 9077290
4	Nelson Mandela Metropolitan University	<a href="mailto:antoinette.goosen@nmmu.ac.za">antoinette.goosen@nmmu.ac.za</a> ; <a href="mailto:greg.smith@nmmu.ac.za">greg.smith@nmmu.ac.za</a> 041 5043364/3170
5	Tshwane University of Technology	Dorah Molepo <a href="mailto:MolepoDD@tut.ac.za">MolepoDD@tut.ac.za</a> Tel.: 27 12 382 4713/5426 Fax: 27 12 382 5424
6	University of KwaZulu Natal	<a href="mailto:magantolo@yahoo.com">magantolo@yahoo.com</a> 031 2604791 0829606141
7	University of Limpopo	<a href="mailto:Hans.Onya@ul.ac.za">Hans.Onya@ul.ac.za</a> 015 2682310
8	UNISA	<a href="mailto:roetshjl@unisa.ac.za">roetshjl@unisa.ac.za</a> 012 352 4065 012 4296975
9	Stellenbosch University	<a href="mailto:igbrink@sun.ac.za">igbrink@sun.ac.za</a> 021 8083136
10	University of Venda	<a href="mailto:bkhoza@univen.ac.za">bkhoza@univen.ac.za</a> 015 9628114/8510

11	University of Zululand	<a href="mailto:MkhizeZ@unizulu.ac.za">MkhizeZ@unizulu.ac.za</a> 035 9026661/6296
12	Walter Sisulu University	<a href="mailto:ntwaise@wsu.ac.za">ntwaise@wsu.ac.za</a> 043 7094757/2
13	University of Cape Town	<a href="mailto:sianne.abrahams@uct.ac.za">sianne.abrahams@uct.ac.za</a> 021 6501008/3/6
14	Rhodes University	<a href="mailto:T.Mzizi@ru.ac.za">T.Mzizi@ru.ac.za</a> 046 603 7216

NACOSA will proceed with informing the HEIs and signing of contracts. NACOSA agreed with HEAIDS that the contracts will include stipulations about confidentiality of the data of the KAP studies.

## 5. CLOSING

Marieta thanked the panel members for their time and efforts to support the selection process. Benjamin was thanked for the user-friendly summary of the proposals. The meeting was adjourned.

**Annex 2:**

**Campus Programme Officer Job Description**

**MSM/LGBTI CAMPUS PROGRAMME OFFICER  
JOB DESCRIPTION**

**JOB TITLE : CAMPUS PROGRAMME OFFICER**

**BUSINESS UNIT : NAME OF TERTIARY INSTITUTION**

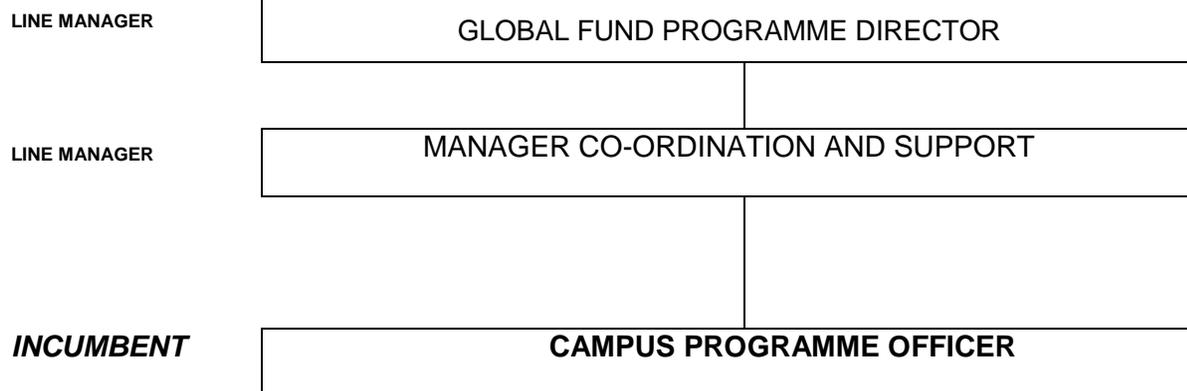
**LOCATION :**

**NAME OF JOBHOLDER :**

**NAME OF SUPERVISOR :**

**DATE :**

**POSITION IN THE ORGANISATION** (Use job titles only)



**1. PURPOSE OF THE JOB:**

Establishment and strengthening of MSM and LGBTI friendly health services on campuses.

**2. KEY PERFORMANCE AREAS**

- Campus Outreach
- HIV testing and drives
- Individual and Couples Counseling
- Facilitation of support groups MSM and LGBTI
- Referral and linkages
- Monitoring and evaluation
- Reports
- Networking and Advocacy and Lobbying
- Personal Development

**Each tertiary institution can add key performance areas as required from all staff working at the institution.**

3. **KEY TASKS AND RESPONSIBILITIES** (list as per task headings and elaborate)

<b>KEY PERFORMANCE AREAS</b>	<b>KEY PERFORMANCE INDICATORS</b>	<b>UNIT OF MEASUREMENT</b>
<p><b>Campus Outreach</b></p>	<ul style="list-style-type: none"> <li>• Outreach on campus will take place through distribution of educational materials currently used nationally by LGBTI partners</li> <li>• Programme Officers will also arrange and facilitate two campus dialogues per quarter over three quarters to reach 8400 people for three grant period (1200 per quarter). These dialogues will explore issues of diversity and mitigate stigma and discrimination creating an enabling environment for MSM/LGBTI students and staff to access health care and support. The campus dialogues will be conducted at all campus residences and identified faculties and will target students and administrations staff.</li> <li>• Develop distribution and dialogue plans, specifying the content, process and outcomes of each plan</li> <li>• Negotiate and market dialogues and IEC materials detailing the services being delivered and the action timetable for the year</li> <li>• Ensure that the venue, appropriate refreshments, materials, stationary and dialogue aids are available, and that invitations have been sent out for all relevant events.</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline assessments</li> <li>• Approved plans by MSM Programme Manager</li> <li>• Attendance registers and evaluation forms</li> </ul>

<p><b>HIV Testing and HCT Campus Drives</b></p>	<ul style="list-style-type: none"> <li>• Individual HIV testing and counselling and quarterly drives for testing will reach the target for the grant period per quarter). Distribution of condoms and lube will accompany all drives. These commodities will be sourced from existing service providers and the Departments of Health.</li> <li>• Ensure accurate recording of all tests completed, consent forms signed and securely filed.</li> <li>• Ensure that all referrals are followed up and offer made for further counseling and support</li> <li>• Ensure all client files are kept up to date and are complete.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance registers and monthly reports</li>   <li>• Consent Forms\</li> <li>• Client files</li>   <li>• Adherence to policies and procedures ensuring that all documentation are as per NACOSA standard ensuring accuracy and quality of information</li> <li>• Implementation done within budget</li> </ul>
<p><b>Individual and Couples Counseling</b></p>	<ul style="list-style-type: none"> <li>• Individual and couple counseling on risk reduction will be ongoing and measured monthly.</li> <li>• Ensure all client files are kept up to date and are complete.</li> </ul>	<ul style="list-style-type: none"> <li>• Clients files/Monthly reports</li> </ul>

<b>Facilitation of support groups MSM and LGBTI</b>	<ul style="list-style-type: none"> <li>• Support groups for both MSM and the general LGBTI campus community will be facilitated twice a month</li> <li>• Develop plans and themes for each new quarter.</li> <li>• Keep records of all support groups including registers, notes, learnings, referrals and follow-ups</li> <li>• Collect, interpret and report on relevant data including but not limited to monthly progress reports and quarterly greviews</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports submitted on time</li> <li>• Documented referrals</li> <li>• Yearly plans</li> </ul>
<b>Referral and linkages</b>	<ul style="list-style-type: none"> <li>• Continuous referrals to relevant sensitized LGBTI friendly health services/facilities on and off campus will be ongoing which will include referrals to LGBTI/MSM centres of excellence in each of the provinces.</li> </ul>	<ul style="list-style-type: none"> <li>• Documented Referrals and linkages/monthly reports/client files</li> </ul>
<b>Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Recording/collecting/analyzing data suing source documents</li> <li>• Monthly M&amp;E and finance reports submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports submitted</li> <li>• Reports completed and correct</li> <li>• Data verified</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Reporting tools to be completed at the time the activity is conducted</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that M&amp;E, financial and technical reporting is adhered to and meets donor specifications and criteria, as well as audit specifications</li> </ul>
<b>Networking and advocacy and lobbying</b>	<ul style="list-style-type: none"> <li>• Network with, and build strategic alliances and relationships with key stakeholders including campus faculty head and management and MSM/LGBTI partners</li> <li>• Continuous referrals to relevant sensitized LGBTI friendly health services/facilities on and off campus will be ongoing which will include referrals to LGBTI/MSM</li> </ul>	<ul style="list-style-type: none"> <li>• Growing NACOSA and personal network</li> <li>• Advocating and recording advocacy issues</li> </ul>

	<p>centres of excellence in each of the provinces.</p> <ul style="list-style-type: none"> <li>• Advocating for inclusion of LGBTI/MSM content in health curricula</li> <li>• Promoting human rights and equality</li> </ul>	
<b>Professional and Personal Development</b>	<ul style="list-style-type: none"> <li>• Participate actively in identifying own development / training needs</li> <li>• Identify personal growth needs and attend relevant staff enrichment trainings</li> <li>• Keeping up to date with relevant trends and statistics within the industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual development plan and the results of implementation</li> <li>• Attend conferences, workshops and meetings, papers delivered to broaden individual and professional knowledge</li> <li>• Attending MSM related conferences, meetings, and workshops on both provincial and national level to ensure NACOSA's input is being made and knowledge is being shared</li> </ul>

#### 4. COMPETENCIES:

<b>TECHNICAL COMPETENCIES</b>	<b>SOFT COMPETENCIES</b>
<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• Community / Social development</li> <li>• High levels of Computer literacy</li> <li>• Attention to detail</li> <li>• Facilitation Skills</li> <li>• Presentation Skills</li> <li>• Mentoring Skills</li> <li>• Good time management skills</li> <li>• Excellent spoken and written communication skills</li> <li>• HIV, AIDS and TB knowledge</li> <li>• Basic Counselling Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work as part of a Team</li> <li>• Methodical in approach to work</li> <li>• Conscientious(Thorough )</li> <li>• Self-confident</li> <li>• Assertive</li> <li>• Emotionally mature/intelligent</li> <li>• Deadline driven</li> </ul>

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**5. PERFORMANCE MANAGEMENT**

All employees in this job grade are committed to the achievement of the purpose of this job and the key performance areas as set out. Failure to achieve the outputs and targets laid out in this job description will be dealt with in terms of NACOSA's performance management system, organisations disciplinary code and procedure and / or in terms of "incapacity" as laid out in the Labour Relations Act.

<b>AGREED BY INCUMBENT</b>	
_____	_____ <b>DATE</b>
<b>(Signature)</b>	
 <b>AGREED BY PROVINCIAL MANAGER</b>	
_____	_____ <b>DATE</b>
<b>(Signature)</b>	