

FREE STATE DEPARTMENT OF SOCIAL DEVELOPMENT 2011/12

SPECIFICATIONS FOR THE IMPLEMENTATION OF PROGRAMMES AND THE PROVISION OF COMPREHENSIVE SERVICES FOR HIV & AIDS IN THE FREE STATE.

1. Introduction

The Department of Social Development has identified a need for the provision of services with regard to HIV & AIDS in the Free State in order to mitigate the impact of the scourge. Special focus should be on orphaned and vulnerable children within the context of home community based care services.

2. Strategic Principles

The Strategic principles for the implementation of HIV/AIDS programmes include the following:

- An integrated approach should be followed.
- Areas with highest HIV prevalence should be targeted.
- More focus should be on orphaned and vulnerable children who are in affected households.
- Involve the business sector and Faith-based Organisations where possible. (Involve Ministers of religion for counselling and for matters of the affected families' spirituality where necessary)
- Linkages should be made with:
 - Rural development strategies.
 - Urban renewal programmes.
 - Poverty alleviation programmes.
 - Nutrition programmes (Departments of Health and Education)
 - Food security programmes (DoA)
 - Moral Regeneration Movement
 - Other programmes within the Department:
 - Victim Empowerment Programme
 - Life Skills Education
 - Youth Programme

3. Rationale for HIV/AIDS services:

The rationale for providing HIV/AIDS services is that:

- Access to care contributes to the prevention and control of HIV/AIDS related infections.
- Access to health, care and social assistance services is a human right.
- Problems of stigma and discrimination associated with people living with AIDS are addressed.
- Social and economic benefits are experienced in terms of income – generation.
- Confidence and hope is built in individuals, particularly in infected persons, and helps them to live positively.
- Greater involvement of people living with AIDS in the fight against the epidemic is encouraged.
- Protecting the rights of children made vulnerable due to HIV & AIDS is encouraged.

PROGRAMMES AND SERVICE SPECIFICATIONS

CONDITIONS FOR FUNDING IN THE PROGRAMMES LISTED IN THESE SPECIFICATIONS

- Applications should be in line with/ or based on the following service specifications
- Provision of the following services does necessarily require establishment of new programmes where such programmes exist but it encourages cooperation and coordination between the different programmes and projects within a community. [In communities where there is an existing soup kitchen, community based multi – purpose programme , OVC programme and or a child care forum and Child Minding (crèche) programmes, etc., coordination would be encouraged]

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| OBJECTIVE | |
| Objective of sub-programme | Design and implement integrated community based care programmes and services aimed at mitigating the social and economic impact of HIV & AIDS on orphans and vulnerable children. |

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| TARGET GROUP (S) | <ul style="list-style-type: none"> • Children infected with and affected by HIV & AIDS. • Affected families |
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| MEASURABLE OBJECTIVES AND EXPECTED OUTPUTS | |
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| Objective (s) | Output (s) |
| To provide appropriate protection measures for children infected and affected by with HIV & AIDS. | <ul style="list-style-type: none"> • Early identification of children and families in need. • Basic needs of orphans and children are met. • Special needs of child-headed households are addressed. • Vulnerable families have access to, support and community home based care services. • Vulnerable families are linked with poverty alleviation programmes. • Support networks in the communities are in place. • Information to access grants or other financial support services are in place. • Coordinated/ inter- sectoral structures for services to children in place. |

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| To provide integrated services on HCBC | <ul style="list-style-type: none"> • A comprehensive multi sectoral approach to home based care, whereby all role-players within one geographical area work together in meeting the physical, mental and social needs of orphans and vulnerable children. • Integrated care and support services to affected families in place. • Psycho-social support programmes for care givers in place. |
| To provide psycho socio services to people infected and affected as well as those that need VCT | <ul style="list-style-type: none"> • People living with AIDS are capacitated on the management of stigma, healthy living and self reliance. • Programmes on de- stigmatisation of people and children living with and affected by HIV & AIDS. |

PROGRAMME (I): Home Community Based Care and Support programme

| AREA | |
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| All districts | <ul style="list-style-type: none"> • Areas where HIV prevalence is highest, • Communities high at risk, especially communities located on the routes of trucks, and near mining towns & industrial development sites, • Informal settlements and townships, • Rural communities. |

| SERVICES REQUIRED | | |
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| Type of service(s) | Fundable Activities | Cost considerations |
| Services to children and families. | <ul style="list-style-type: none"> ▪ Care and support for child headed households. ▪ Care and support for children made vulnerable due to HIV & AIDS. ▪ Support services to families. ▪ Home visits to families of children in the programme. ▪ Support with home work. ▪ Assistance with obtaining birth certificates. ▪ Assistance with grant applications. ▪ Implement developmental, cultural and recreational activities. | <p>The following shall be funded: Stipends for trained care givers, administration cost, contribution towards transport to attend meetings, contribution towards audit cost, funds for programmes and activities for children. Basic office equipment should funds be available.</p> |

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| <p>Information, education and awareness as part of total OVC programme around issues of orphans and vulnerable children.</p> | <ul style="list-style-type: none"> • Workshops with specific target groups. • Physical pamphlet distribution. • Exhibitions and information sharing • Public meetings • Song, drama and role- plays. | <p>Administration needs for workshop. Light refreshments during workshops. Printing of pamphlets.</p> |
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PROGRAMME (I1): CHILD CARE FORUMS (CCF)

| AREA | |
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| <p>All districts</p> | <ul style="list-style-type: none"> • Areas where no OVC services or structures exist • Areas where OVC services exist, but does not operate as a CCF • Communities which are susceptible to the scourge or at high risk, especially communities located on the routes of trucks, around mining towns and industrial development sites. • Informal settlements, townships and rural communities as well as farming communities |

| SERVICES REQUIRED | | |
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| Type of service(s) | Fundable Activities | Cost considerations |
| Facilitate the establishment of or / sustain the operation of child care forums. | <ul style="list-style-type: none"> ▪ Care and support for child headed households. ▪ Care and support for children made vulnerable due to HIV & AIDS. ▪ Support services to families. ▪ Home visits to families of children in the programme. ▪ Support with home work. ▪ Assistance with obtaining birth certificates. ▪ Assistance with grant applications. ▪ Implement developmental, cultural and recreational activities. | <p>The following shall be funded: Stipends for trained care givers, administration cost for programme and CCF operations, contribution towards transport to attend meetings, contribution towards audit cost, funds for programmes and activities for children. funds for capacity building of CCF members funds for refreshments during capacity building sessions. Basic office equipment should funds be available.</p> |

PROGRAMME (111): COMMUNITY BASED MULTI PURPOSE CENTRES (DROP IN CENTRES)

| AREA | |
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| All districts | <ul style="list-style-type: none">• Areas where HIV prevalence is highest• Communities high at risk• Informal settlements and townships• Rural communities |

| AIM | |
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| AIM OF THE PROGRAMME | To provide comprehensive community based care services focusing on children and vulnerable groups to enable them to access services nearer to home (within their communities) in order to encourage traditional community life and participation by community members. |

| TARGET GROUP (S): | |
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| | <ul style="list-style-type: none">• Orphaned and Vulnerable Children• People living with HIV & AIDS• Affected families• Elderly and frail• Vulnerable Women• People with disabilities (not receiving grants)• Individuals living on the streets |

| SERVICES REQUIRED | | |
|--|---|---|
| Type of Service | Fundable Activities | Cost Consideration |
| Provision of comprehensive community based multi purpose services including daily meals. | <p>Daily activities and programmes for different target groups. (At least 2 hours per day for each group)</p> <p>At least 2 balanced and 3 light (soup) meals per week. (1 meal daily)</p> <p>Psycho social support to children and adults.</p> <p>Assistance with home work.</p> <p>Assistance with birth registration.</p> <p>Assistance with grant application.</p> <p>Life skills programmes to both children and adults.</p> <p>Educational, recreational and cultural activities for children.</p> <p>Outreach programmes within communities like cleaning of homes of the frail, laundry service other support services.</p> <p>School holiday programmes and activities.</p> <p>Lay counselling services.</p> | <ul style="list-style-type: none"> • Project manager • Stipends for volunteers (Trained Lay counsellors and care givers) • Funds for Programmes and activities <ul style="list-style-type: none"> ○ to support children with Home Work needs ○ Outdoor play equipment ○ Basic sports material ○ Equipment for early childhood development (when a need is identified or a link can be made between an existing centre and a programme) • Equipment/ resources for income generating projects • Administration needs • Overheads - office chairs, desk, cabinet, telephone, fax facility, kitchen equipment and utensils (once off for new programmes) • Transport • Groceries and cleaning material. • Municipal services. |

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| | Facilitate the establishment of at least one additional income generating project to sustain the programme (Note that establishment of vegetable gardens are encouraged at all sites. | |
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ADDENDUM TO THE SPECIFICATIONS

MENU

| DISH | INGREDIENTS | QUANTITY per Serving | GENERAL APPEARANCE | PRICE per SERVING |
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| Main meal 1 | Samp , Brown beans Oil , salt , beef stock Curry powder , sugar Pumpkin | 3 cups ½ cup | Yellow brown Tender , well seasoned Sweet taste | |
| Main meal 2 | Millie rice Soya, onions, carrots potatoes, spinach oil, salt, beef stock , | 3 cups ½ cup ½ cup | Well cooked , white Well cooked Green without potatoes clouding the spinach | |
| Soup meal 1 (Rich vegetable & beef soup) | Brown bread Stock / Rama Beef bones Carrots,lintels,potatoes Onions seasonings | 6 slices 2 cups | Fresh Tender meat on bones , creamy | |
| Soup meal 2 | Brown bread (buttered) | 6 slices | Red with beans | |

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| (Fresh tomatoes & bean soup) | Small white canning beans Sun dried tomatoe paste,garlic,salt,oil Fresh coriander Coriander,paprika,cornflour Tomatoes,onions | 2 cups | showing and green because of coriander | |
| Soup meal 3 (Vegetable & mince soup) | Brown bread (buttered) Mince , carrots,onins,green beans,thin white sauce,pepper,chopped parsley | 6 slices 2 cups | Smooth , thick , white | |

PREPARATIONS AND FREQUENCY OF MEALS TO BE SERVED.

Food will be prepared at the place of service 5 days a week. Hygienic conditions will be considered. It is of great importance that the register for menu served be visible at all times at the place of service.

Five meals will be served 2 of which will be formal meals and 3 will be soup meals.

2.1.1 Formal meals :

This will be served twice a week.

Ingredients:

- a) Staple foods rich in Carbohydrates
Samp / porridge / mielie rice
 - b) Protein rich foods
Beans , soya mince
 - c) Vegetables rich in vitamins and minerals .
Spinach / Cabbage
Pumpkin / Carrots
Potatoes
- A combination of vegetables that consists beta carotene and Iron in this case, pumpkin or carrots, spinach or cabbage. Either one of the two is necessary.

2.1.2 Soup meals

This will be served three times a week .

Ingredients:

- a) Foods rich in carbohydrates
Bread
- b) Protein rich foods
Beef bones / mince

c) Vegetables rich in vitamins and minerals
Carrots , peas , lentils , beans , potatoes

- Optional : Fruit in season when available at a reasonable price, three times a week .

2.2 Preparation method

General remarks :

1. Use all vegetables as fresh as possible.
 2. Prepare vegetables and cook immediately.
 3. Wash vegetables before cutting and do not leave in water for a long time.
 4. Cut into pieces required.
 5. Root vegetables should be scrubbed and scraped if necessary and not be peeled.
 6. Use enough liquid to prevent the vegetable from burning, the water must be boiling when vegetables are added.
 7. Cook vegetables until tender never overcook.
 8. Keep the lid on while cooking.
 9. Serve immediately.
- For whatever combination is used for preparation it is important that the food look appealing to the eye. Avoid mushy but let vegetables be tender.

Soups (thick)

1. Saut`e onions in oil at low heat.
2. Cook slowly for a well cooked soup avoid burns.
3. The consistency of the soup to be even throughout
4. Serve hot

Season well with salt, beef stock, rajah etc.

6. CONDITIONS FOR APPLICATION:

- 6.1. An organisation or consortium of organisations needs to apply on the prescribed Service Plan Format for 2009/2010 that is available at the district office of the Department of Social Development.
- 6.2. Only organisations that are registered in terms of the Non-profit Organisations Act, Act No 71 of 1997, are eligible for funding and may apply.
- 6.3. Professional Registration of professional staff at their relevant statutory body, e.g. SA Council for Social Service Professions is required.
- 6.4. Personnel shall adequately reflect the demography of the target groups for the service in the Free State Province.
- 6.5. Services should target at least 80% of the previously disadvantaged communities as a target group.
- 6.6. Management Boards of service provider shall be adequately representative of the demographics of the Free State Province
- 6.7. Service rendering shall enhance and promote the policies of the Department of Social Development and safeguard the constitutional rights of beneficiaries.

7. PROCEDURE FOR APPLICATION:

- 7.1. A service plan in the prescribed format must be submitted before or on the deadline at the district office of the Department of Social Development.
- 7.2. The Department of Social Development at district and provincial level will assess the submitted service plan.
- 7.3. The approval of the service plan for funding is subject to approval of the extent and levels at which the organisation or consortium will be able to

deliver services required in an effective and efficient manner in line with the service specifications as well as the availability of funds.

- 7.4. The Department of Social Development will enter in a formal contractual agreement with a successful organisation or consortium to formalise the agreement to funding.
- 7.5. Proof of Registration as prescribed must be provided.

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| Closing date | | Enquiries | Dithuso Confidence Monare: (051) 409 0668\6 |
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