

Evangelical Lutheran Church in Tanzania

Northern Diocese

**Orphan- and AIDS-Program
(OAPND)**

2. revised ed. March 2007

P. O. Box. 195 Moshi
Tanzania

Phone: + 255 27 2754359

Fax: + 255 27 2750144

E-mail: elctnd@kanisa.net

Contents

List of abbreviations

Introduction

1. The Orphan and AIDS Program of ELCT ND (OAPND)

1.1. Strategic Plan 2007-2010 -----	1
1.2. Budget-overview 2007-2010 -----	8
1.3. Detailed activity description -----	15

2. Appendices

2.1. Implementation report March 2007-----	29
2.2. Guidelines of Orphan and AIDS program (OAPND)-----	33

List of abbreviations

AIDS = Acquired Immune Deficiency Syndrome

ART = Anti-Retroviral Treatment/Therapy

CBO = Community Based Organization

ELCT = Evangelical Lutheran Church of Tanzania

ELCT ND = Evangelical Lutheran Church of Tanzania Northern Diocese

FBO = Faith Based Organization

HIV = Human Immune-deficit Virus

HBC = Home Based Care

HuYaMwi = Huduma ya Yatima Mwika (Orphan Ministry of the Lutheran Bible School Mwika)

KIWAKUKI= Kikundi cha WANawake Kilimanjaro Kupambana na UKImwi

KCMC = Kilimanjaro Christian Medical Centre

OAPND = Orphan- and AIDS-Program of the ELCT ND

OI = Opportunistic Infection(s)

PLHA = People Living with HIV/AIDS

PMTCT = Prevention of Mother-To-Child Transmission

LBS Mwika = Lutheran Bible School Mwika

NGO = Non Government Organization

SIP = Small Income generating Projects

STI = Sexual Transmitted Infections

TACAIDS = Tanzanian Commission for AIDS

TMAP = Tanzania Multi-sectoral AIDS Program

TOT = Training of Teachers/Trainers

TSh = Tanzanian Shillings

VCT = Voluntary Counseling and Testing

Introduction

The ELCT Northern Diocese

Our diocese is one of the first of the twenty diocese of the Evangelical Lutheran Church in Tanzania founded in 1963. Today we have five districts with 151 parishes located in the Kilimanjaro and Arusha-Region. Together we have 164.623 adult Christians and 158.755 children. We have three hospitals, 24 dispensaries, 14 secondary-schools.

Current HIV-AIDS situation

Indicator	Percentage of population	Number of people in Kilimanjaro district (2002)	Number of Christians within ELCT ND (2005)
total population	100%	1.376.702	321.565
prevalence rate (people living with HIV)	7,4%	100.499	23.795
orphans	12,4%	73.405	19.034
estimated casualties due to AIDS		14.681	3.806

Project history

Small scale programs were started early. So the primary health education started to deal with HIV/AIDS in 1995. Our hospitals started voluntary testing and counseling (VTC) in 2003. Antiretroviral treatment (ART) started in 2005 through the support from the government. Also other departments (education, women's and youth department) started small scale educational programs.

In 2003 the Lutheran Bible School Mwika started a small orphan program. The main interest of this program was to gain enough practical experience to teach the students of the Bible College effectively, how to minister to the growing number of orphans. Therefore the project started a ministry in four pilot parishes. Until the year 2007 the ministry of the Lutheran Bible School Mwika (HuYaMwi) had expanded to almost twenty congregations and reached more than 2000 orphans.¹

Encouraged by these developments the bishop of our diocese Martin F. Shao recommended in May 2006 the foundation of an orphan ministry reaching all of the estimated 19.000 orphans of our diocese.

The officers of the diocese prepared the guidelines for the new program, called the „Orphan- and AIDS-Program of the Northern Diocese“ (OAPND), which were passed by the executive committee in August 2006.

¹ The results of three intensive ministry years were documented in the report „Orphan Ministry Mwika 2003-2006“.

In September a joint-committee under the leadership of Rev. Masha (department of projects) started the development of a diocesan policy on HIV/AIDS. Rev. Dr. Burkhardt (department of Diakonia) conducted a baseline study collecting and analysing data from the different departments of our diocese, political authorities and NGOs.

The first results were presented to bishop Martin F. Shao on an HIV/AIDS sensitisation seminar on the 12.10.2006.

The task-force continued to develop the policy and the program included in this proposal. Meanwhile on the 13.12.2006 the board of OAPND gathered for its first meeting and suggested the assistant to the bishop Rev. Dr. Fredrick Shoo as provisional chairperson and Rev. Dr. Burkhardt as provisional co-ordinator.

We thank Prof. Dr. John F. Shao and Mrs. Marycelina Msuya (both KCMC) for consultancy and Dr. Dietlinde Burkhardt for final proof-reading.

Project justification

Our different studies revealed a huge number of people afflicted with HIV/AIDS within our diocese (see epidemical data on page 1). Although a multitude of NGOs is currently engaged in the area of our diocese, the outcome of their efforts especially in the rural area is still not sufficient.

Due to the existing network of 151 congregations the ELCT ND is able to address HIV/AIDS related issues and to care for people afflicted with HIV/AIDS effectively.

Most of our departments and institutions have already developed ideas and projects concerning HIV/AIDS, but were handicapped by missing funds. Furthermore the need of co-ordination of all these activities under a diocesan policy was identified. Thus the ELCT ND developed and founded the Orphan- and AIDS-Program (OAPND) outlined in this paper.

Strategic plan 2007-2010

I. Introduction

A. Situation analysis

Presently the ELCT ND has gained experienced in the following areas.

1. Voluntary testing and counseling and treatment of HIV/AIDS in our three hospitals (Marangu, Machame, Karatu)
2. Small scale home based care projects
3. Care for orphans (approx. 2000) by the Orphan Ministry of LBS Mwika and other insitutions
4. Different seminars about HIV/AIDS (conducted by different departments and occasions).

B. Overall goals of this strategic plan

1. To implement the ELCT ND policy on HIV/AIDS
2. To scale up existing activities and to start new ones
3. To harmonize all activities and to look for synergetic effects

C. Overall strategic objectives

1. To start small scaled pilot activities until the end of 2007 implementing at least 50% of the planned activities for 2007.
2. To evaluate the implemented activities at the end of 2007 and to make a plan of scaling up the activities for 2008 to 2010.

II. Research and situation analysis

A. Goal of the policy

„Maintenance of guidelines through OAPND“

In this section maintenance has an heuristic meaning. Guidelines must be written newly or must be improved in order to maintain a high quality service. The word **„guidelines“** is used as a summary for all kinds of legal instructions, values, practical methods and materials used to set up the framework of a ministry.

B. Situation analysis

1. Already existing guidelines

- Guidelines released by the Tanzanian government, which are of course adapted by this plan without further notice
- Guidelines released by the church and its institutions (see implementation report below)
- Guidelines of other service providers (NGOs) which can be found in the internet.

2. Improvement of guidelines by research an evaluation

Presently the ELCT ND has access to the following data sources:

- Statistic data published by the Tanzanian government or other institutions
- Statistic data from our health centers
- Statistic data collected by our parishes and districts
- Statistics and evaluation conducted by HuYAMwi
- Researches conducted by our students at Mwika Bible College or Makumira University College

C. General goal of evaluation and situation analysis

All the existing guidelines and the available data must be evaluated regularly in order to maintain the guidelines. OAPND must provide enough research capacities.

To give OAPND a good start, already existing guidelines of HuYaMwi will be adapted and HuYamwi will be utilized as a research and evaluation centre.

D. Strategic objectives

1. OAPND will acquire an project coordinator in 2007, who will be the executive officer for all research activities. He or she will delegate, request and receive reports in order to publish an annual evaluation and situation analysis report.
2. Until the end of 2007 OAPND will release standard formats for all kind of statistical reports and will finalize missing guidelines.
3. HuYaMwi which is already introduced as a centre of research and evaluation (§10 of OAPND guidelines), will release an annual plan of research and evaluation activities supporting the work of OAPND starting from 2007
4. OAPND will support the printing cost of papers written by students in Makumira College or Mwika College supporting the research work of OAPND.

E. Program stakeholders

- OAPND as a institution which will collect data, evaluate them and release state of the art guidelines to secure a high quality ministry

- Helping research institutions like HuYaMwi (LBS Mwika) or Makumira University College.
- All other stakeholder collecting data and participating in researches

III. HIV and AIDS education and sensitization

A. Goal of the policy

„To reduce the prevalence rate by the prevention of new infections of HIV mainly by prevention of HIV sexual transmission“

B. Situation analysis

According to the available data, the theoretical knowledge about HIV/AIDS prevention in Tanzania is high, but the practical implementation of this knowledge is poor. What is needed now is not a shorthanded education about HIV/AIDS but an ongoing and repeated education, which will help people to live safely.

The church has a lot of opportunities to deepen HIV/AIDS education and sensitization by addressing HIV/AIDS issues at different occasion (baptism, service, sermon, liturgy, wedding, confirmation classes, funerals, sunday schools). It also can install mutual social control within religious groups and institutions.

A lot of these opportunities have not yet fully been utilized.

C. Strategic goals

1. To train all professional church-workers (pastors, evangelists, parish-worker, approx 800) about the medical and theological aspects of HIV/AIDS, counseling and HIV/AIDS education within ordinary church live until the end of 2010.
2. To establish a network of mutual help, support and social control in all religious groups and institution of the ELCT ND by conducting one-day-sanitization seminars throughout the ELCT ND until the end of 2008.
3. To enable the youth department, the women's department and the education department to reach out to different target groups by releasing an annual grant to support seminars etc.
4. To secure the availability of useful teaching aids. Until the end of 2007 OAPND will release a list of recommended aids and the needed quantity.

D. Program stake-holders

- The **education department** will be the main implementor of his subprogram reporting to the committee of OAPND.
- All other departments or institutions concerned with education, youth department, women department, LBS Mwika secondary schools
- All people in the local communities concerned with education, like pastor, evangelist, parish-workers, teachers.

- All communities which can provide mutual help, support and social control concerning HIV/AIDS prevention, like parishes, schools, church centres.
- OAPND zones supporting this activities by training local communities

IV. HIV and AIDS treatment

A. Goals of the policy

1. „To ensure broad HIV-Testing“
2. „To supply qualitative medical care for people afflicted with AIDS/HIV“
3. „To provide a continuum of care“

B. Situation Analysis

Presently the ELCT ND is providing medical care for PLHAs mainly through its three hospitals. Many expenses are covered by the governmental program. However this program is not covering all needs and is leading some gaps.

1. People can not receive medical treatment because they can not afford transport or they can not pay for medication not covered by the governmental program.
2. The ELCT health services can not provide state of the art medical services because trained staff or equipment is missing.

C. Strategic objectives

1. To start eight VTC centres in selected dispensaries mainly in rural area until the year 2008.
2. To train 5 staff members in each of our three hospitals about sexual transmitted diseases until the end of the year 2008.
3. To train 225 home based care giver (150 - one for every congregation and 75 in reserve) until the year 2009.
4. Provision of home based care kits in every congregation (151).
5. Supervision of all home based care activities by the medical department starting from 2007.
6. Implementation of a social medical fund in our health centers starting in 2007.

D. Program stake-holders

- The **medical department** as the main implementor of this subprogram, which will report to the committee of OAPND.
- Other departments, which promote home based care activities (for example women department)
- ELCT ND health centers and their staff members

- The OAPND zones which will support these activities by training local communities
- The concerned local communities (parishes) providing HBC or identifying poor people for social medical support
- The PLHAs and other chronicle patients benefiting from this program

V. Social support

A. Goal of the policy

„To ensure broad social support to people afflicted with HIV AIDS“

There are many different target groups afflicted with HIV/AIDS: orphans, most vulnerable children, widows and widowers, seniors and finally the people living with HIV/AIDS themselves.

The following social support program will reach out to all needy people in the respective target group measuring the neediness without making a determination whether the poverty is actually caused by HIV/AIDS or not.

B. Situation analysis

Our present estimates show a number of 19.000 Lutheran orphans and a number of 23.797 Lutherans living with HIV/AIDS.

The researches of HuYaMwi reveals for example the different needs of orphans.

44% (8360) are in need of small material help. This means they would need an average annual material help of about 25\$ for shoes, clothes, medical treatment or food support, challenging the diocese for an annual contribution of 209.000\$.

21% (3990) are in need of a more expensive long term help, for example to pay school fees or to start income generating projects. Estimating a minimum annual need of 100\$ per orphan, we will need an other 399.000\$.

These few figures (only for the help to orphans) show, that even with broad funding from overseas it will almost impossible to meet all the needs.

Therefore it is necessary to reinforce mutual social help on the family and community level.

C. Strategic objectives

1. To introduce a community based social service to all our congregations until the year 2010 fulfilling the following criteria for all target groups
 - 1.1. Annual programming
 - 1.2. Standardized registry of needy people
 - 1.3. Local fund raising
 - 1.4. Trained committee members
 - 1.5. Proper narrative and financial reports

2. To back up the mutual social help on the community level by providing the following funds.
 - 2.1. Scholarship fund
 - 2.2. Fund to repair or to rebuild houses for needy people
 - 2.3. Fund to promote small income generating projects
 - 2.4. Fund to provide small material help
 - 2.5. Fund to promote periodical meetings of different target groups

D. Program stake-holders

- The **diaconical department** will be the main implementor of this subprogram reporting to the committee of OAPND.
- Other departments or institutions, which promote social support, like the women's department, hospitals, orphanages, diaconical centers
- The OAPND zones which will perform capacity building for community based social support and will distributed the above mentioned additional help to the parishes
- The parishes which will provide help to the final beneficiaries
- The final beneficiaries, needy persons identified by the parishes

VI. Organizational implementation

A. Goal of the policy

„ Maintenance of guidelines through OAPND“

In this section **maintenance** is understood as the implementation of existing guidelines framing this ministry.

B. Situation analysis

The analysis of the present ministry of the ELCT ND in the area of HIV/AIDS shows multiple activities on different levels. What is missing is the co-ordination of the different activities to avoid duplication and to use synergetic effects. The different activities need assistance for further development, scaling up and fund raising. Other not yet existing activities must be started.

From our experience existing staff or departments will be too busy with other duties in order to supervise all the activities mentioned in this strategic plan and to report to respective sponsors. If the ELCT ND will not appoint a special co-ordinator the implementation will slow down and will loose effectiveness.

Of course HIV/AIDS is an interdepartmental issue. However due to our present diocesan constitution we see it as the best solution to place this program under the supervision of the diaconical department, which will then co-operate with the other

concerned departments. This also supports the needed holistic point of view to win the battle against HIV/AIDS.¹

We want to make help accessible to everyone in need. Therefore OAPND needs to cooperate with all institutions providing ministry to a geographical defined area to cover as quickly as possible the whole area of the ELCT ND. These are mainly the five church districts, but also other institutions like LBS Mwika HuYaMwi, hospitals or the „Moshi Urban diaconical ministry“

C. Strategic objectives

1. To install OAPND as a program under the supervision of the diaconical department until the end of 2006 (already done).
2. To call a permanent professional full-time program co-ordinator of OAPND until the end of 2007.
3. To equip the program co-ordinator with office space, IT-equipment, a vehicle and secretarial assistance until the end of 2008.
4. To divide the geographical area of the ELCT ND into ministry zones and to service these areas in co-operation with other institutions as joint ventures (see §§ 11-14 of OAPND guidelines) until the end of 2007.

D. Program stake-holders

- The office of OAPND, which will function as the centre for data and report collection, for the distribution of donated money and as contact to sponsors.
- The committee of OAPND and its executive committee, which will function as a tool of supervision, decision making and a forum to exchange ideas. The two committees will secure the participation of almost all stake-holders of this program as far as possible.
- The zones of OAPND being mainly a link between the central offices and the involved local communities.

¹ Other options have already be discussed. Principally it seems to be possible to install OAPND as a committee reporting directly to the executive committee or to the „meeting of officers and head of departments“. However there are a lot of legal questions. If we continue to host OAPND in the diaconical department, we are legally on the safe side, as this structure has already the blessing of the executive committee.

ELCT Northern Diocese: Orphan and AIDS program (OAPND)

Budget Overview 2007-2010

1. Introduction

In the budget an annual inflation of 5% is included. All figures are in Mio Tanzanian Shillings (TSh).

2. The different Subprograms

2.1. Research and situation analysis

Goals of the policy: Maintenance of guidelines through OAPND

Strategic objective	Activity	Responsibility	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
1. To recruit project coordinator	see Subprogram 5						
2. To release standards and guidelines	see Subprogram 5						
3. Annual plan of research and evaluation supporting the work of OAPND	Special Assignment for Research and evaluation	HuYaMwi (LBS Mwika)	2,0 M	2,5 M	3,0 M	3,0 M	10,5 M
4. Promote the writing of academic papers supporting the work of OAPND	Support for 15 academic papers	LBS Mwika, Makumira	0,8 M	0,8 M	0,8 M	0,8 M	3,0 M
Total			2,8 M	3,2 M	3,8 M	3,8 M	13,5 M

2.2. HIV and AIDS education and sensitization program of ELCT ND

Goal of the policy: To reduce the prevalence rate by the prevention of new infections of HIV mainly by prevention of HIV sexual transmission.

Strategic objectives	Activity	Responsibility	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
1. To train churchworkers about HIV/AIDS and to implement HIV/AIDS education	5 day long seminars	education department with other institution of education	7,7 M	8,0 M	8,4 M	8,9 M	33,0 M
2. To establish a network of mutual help, support and social control	one sensitization seminar for all institutions	Education department and concerned institution	3,0 M	3,1 M			6,1 M
3. To enable different departments to reach different target groups.	3.1 To strengthen HIV/AIDS prevention at our schools by seminars and installment of counseling centers	Education department	6,0 M	91,0 M	50,0 M	50,0 M	197,0 M
	3.2 To enable youth seminars concerning HIV/AIDS	Youth department	2,0 M	2,0 M	2,0 M	2,0 M	2,0 M
	3.2 To enable women seminars concerning HIV/AIDS	Women's department	2,0 M	2,0 M	2,0 M	2,0 M	2,0 M
4. To secure availability of teaching aids	Research, production and distribution of teaching aids	OAPND and institution of education.	10,0 M	10,0 M	5,0 M	5,0 M	30,0 M
Total			30,7 M	116,1 M	67,4 M	67,9 M	270,1 M

2.3. HIV and AIDS Medical program of ELCT ND

Goals of the policy: 1. To ensure broad HIV testing. 2. To supply qualitative medical care 3. To provide a continuum of care.

Goals of the policy	Activity	Responsibility	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
1. To add 8 VTC centers in selected dispensaries	Equipping and running the centers, staff training	Medical department	70,8 M	90,8 M	40,0 M	42,0 M	243,6 M
2. To train 15 staff members about STD	10 day staff training	Medical department	3,4 M	3,6 M			7,0 M
3. To train 225 home based care givers	21 day long seminar following governmental syllabus	Medical department, women department	6,0 M	6,3 M	6,6 M		18,9 M
4. Provision of 151 home based care kits	Provision and maintenance	Medical department	10,0 M	15,0 M	15,0 M	15,0 M	55,0 M
5. To supervise HBC activities	Maintaining a quality network of HBC activities	Medical department	1,0 M	1,0 M	1,2 M	1,2 M	4,4 M
6. To implement a social medical fund	Admitting identified needy people to free medical support	Health centers, parishes, OAPND zones	7,5 M	10,0 M	10,5 M	11,0 M	39,0 M
Total			98,7 M	126,7 M	73,3 M	69,2 M	367,9 M

2.4. Social support program of ELCT ND

Goals of the policy: To ensure broad social support to people afflicted with HIV/AIDS

Strategic objectives	Activity	Responsibility	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
1. To introduce community based social services to 151 congregations	Seminars, mentor based training model.	OAPND zones	17,5 M	15,0 M	15,0 M	15,0 M	62,5 M
2. To back up the mutual social help for needy people by additional funds	2.1 To enable higher education	OAPND in cooperation with education department	0,0 M	30,0 M	40,0 M	50,0 M	120,0 M
	2.2 To repair and reconstruct houses	OAPND zones	5,0 M	15,0 M	20,0 M	20,0 M	60,0 M
	2.3 To start small income generating projects	OAPND zones in cooperation with project department	4,5 M	10,0 M	10,0 M	10,0 M	34,5 M
	2.4 To provide small material help	OAPND zones	42,0 M	50,0 M	50,0 M	50,0 M	192,0 M
	2.5 To support Meetings of orphans and PLHAs	OAPND zones	3,0 M	5,0 M	5,0 M	5,0 M	18,0 M
Total			72,0 M	125,0 M	140,0 M	150,0 M	487,0 M

2.5. Organizational Implementation

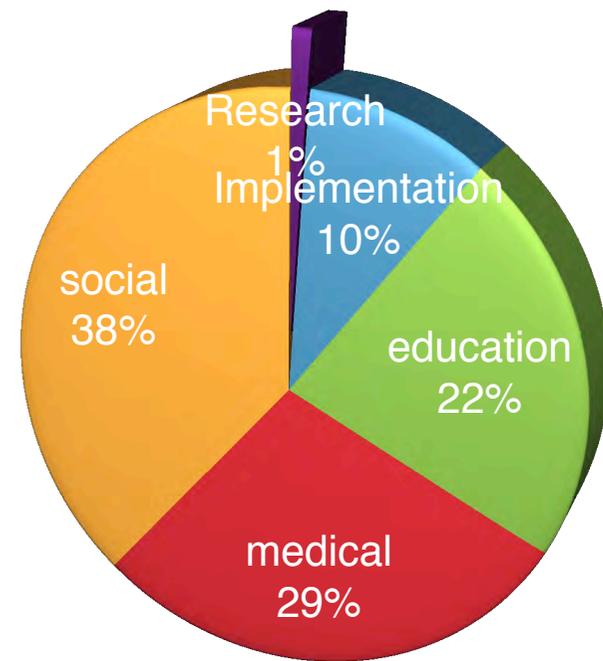
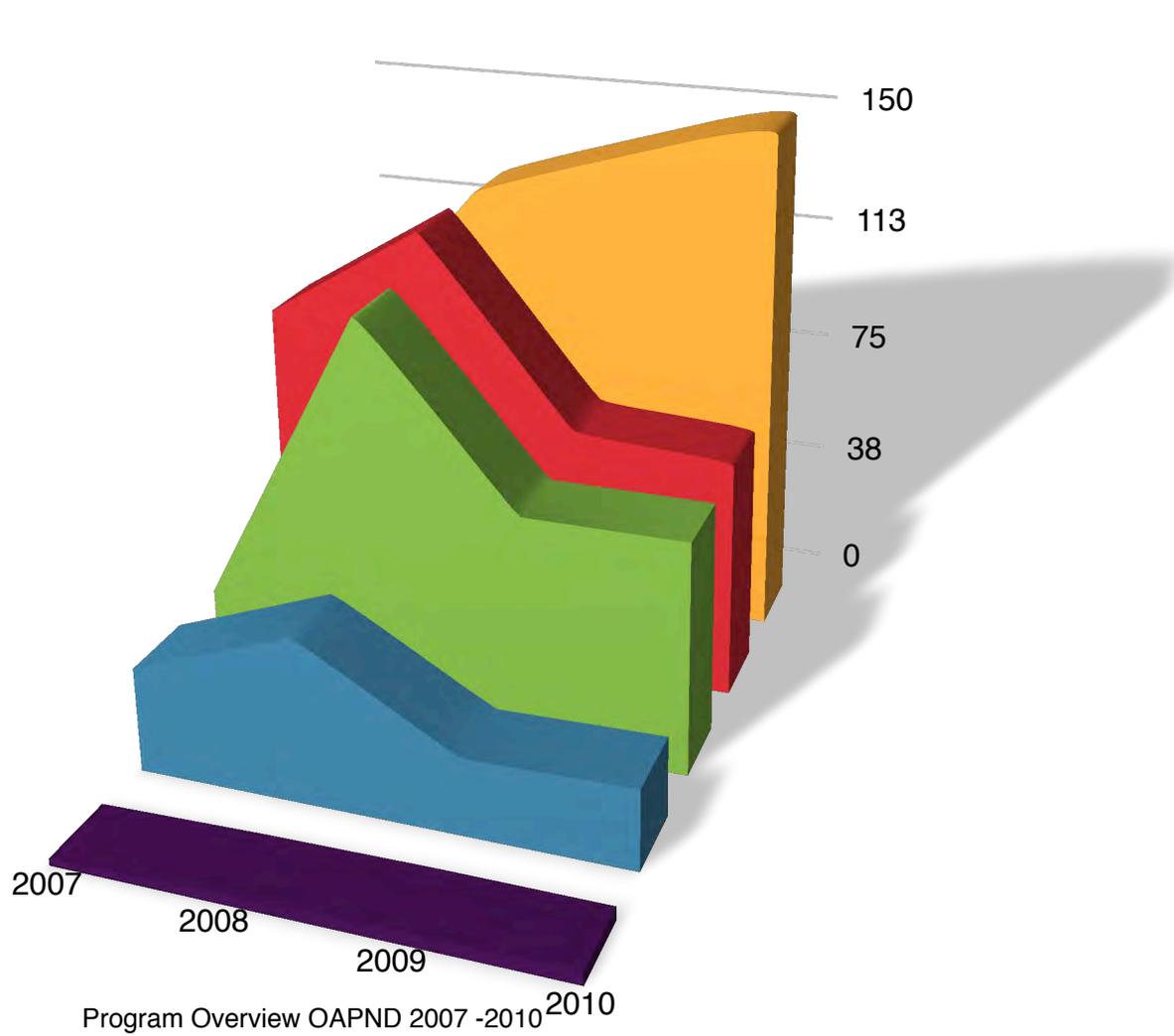
Goal of the policy: Maintenance of guidelines through OAPND

Strategic objectives	Activity/Costs	Responsibility	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
1. To install OAPND as program under the supervision of the diaconical department	1.1 Meetings of committee of OAPND and its executive committee	OAPND	1,8 M	1,9 M	2,0 M	2,1 M	7,8 M
	1.2 Implementation seminars	OAPND	0,6 M	1,0 M	1,0 M	1,2 M	3,8 M
2. To call a permanent professional co-ordinator	Payroll-costs	OAPND	5,4 M	5,6 M	6,0 M	6,3 M	23,3 M
3. To equip the co-ordinator	3.1 IT & office expenses	OAPND	5,0 M	3,0 M	2,0 M	2,1 M	12,1 M
	3.2 General traveling expenses	OAPND	1,5 M	1,5 M	1,5 M	1,6 M	6,1 M
	3.3 Secretary	OAPND		2,0 M	2,1 M	2,2 M	6,3 M
	3.4 Investment for vehicles	OAPND	14,0 M	25,0 M			39,0 M
	3.5 Running Vitara	OAPND	2,4 M	2,5 M	2,6 M	2,7 M	10,2 M
	3.5 Running Toyota Landcruiser	OAPND		4,8 M	5,0 M	5,1 M	14,9 M
4. To establish ministry zones and zonal offices as joint ventures mainly with the church districts		OAPND zones/districts					
	Sum		30,7 M	47,3 M	22,2 M	23,3 M	123,5 M

3. Budget Overview

Goals of the policy	Program	Main Implementor	Budget 2007 (000)	2008 (000)	2009 (000)	2010 (000)	Total (000)
Maintenance of guidelines through OAPND	Research and situation analysis	OAPND	2,8 M	3,2 M	3,8 M	3,8 M	13,6 M
To reduce prevalence rate by prevention of new infection	HIV and AIDS education and sensitisation program	Education department	30,7 M	116,1 M	67,4 M	67,9 M	282,1 M
1. To ensure HIV testing 2. To supply qualitative medical care 3. To provide continuum of care	HIV and AIDS medical program	Medical department	98,7 M	126,7 M	73,3 M	69,2 M	367,9 M
To ensure broad medical support	Social support program	Diaconical department	72,0 M	125,0 M	140,0 M	150,0 M	487,0 M
Maintenance of guidelines through OAPND	Organizational Implementation	OAPND	30,7 M	47,3 M	22,2 M	23,3 M	123,5 M
Total			234,9 M	418,3 M	306,7 M	314,2 M	1.274 M
contingencies 5%			11,7 M	20,9 M	15,3 M	15,7 M	63,7 M
Grand Total			246,6 M	439,2 M	322,0 M	329,9 M	1.338 M

- Research and situation analysis
- Implementation Costs
- HIV and AIDS education and sensitisation program
- HIV and AIDS medical program
- Social support program



Detailed activities description

1. Research and situation analysis

1.1.To recruit a project coordinator (see 5.2)

1.2.To release standards and guidelines (see 5.1)

1.3.To release a special annual evaluation and research plan

In cooperation with Hu YaMwi this plan must be still outlined

1.4.Support for 15 academic papers

1.4.1. Objective

To promote academic researches in the area of HIV/AIDS

1.4.2. Strategies

OAPND will support the printing costs of qualifying academic papers with 50.000 TSh.

1.4.3. Implementation

- OAPND will inform the academic institutions about this sponsoring
- Students can apply for this program by passing the theme of their paper through their academic institutions to OAPND.
- OAPND will make a decision about the admitted papers and will inform the academic institutions.

1.4.4. Evaluation

A copy of the academic paper must be returned to OAPND.

2. HIV and AIDS education and sensitization program of ELCT ND

2.1.Five-day-lasting seminars for church workers concerning HIV/AIDS prevention and education

2.1.1. Objective

To implement or to improve behavior change measures into ordinary church life, like pre-school, sunday school, confirmation classes, bible studies, sermons, prayers, weddings and funerals

2.1.2. Strategies

- To ensure the availability of easy to handle education concepts and teaching aids
- To train church workers (pastors, evangelists, parish-workers, teachers etc.) to use and to implement these education concepts (TOT = Training Of Teachers) by:
 - a) giving them a basic medical knowledge about HIV/AIDS,
 - b) giving them an up-to-date theological frame of reference to interpret and to deal with HIV/AIDS,
 - c) training them in up- to -date methods (e.g group-work and counseling) to initiate behavior changes at different occasions

2.1.3. Implementation

Project shareholders: OAPND, LBS Mwika, department of education

Target groups: pastors (236), parish workers (80), evangelists (approx. 500), a total of 816 persons

Time- table of required one- week- seminar:

days	content	methods
1	medical foundation	class room lecture and group discussions
1	theological foundation	class room lecture and group discussion
1	implementation of behaviour change into ordinary church life	workshops for different topics: liturgy, sunday school etc.
1	up to date methods of behaviour change	class room lecture and work-shops
1	counseling	class room lecture and work-shops

Needed budget:

Days per seminar	5
All TOT ELCT ND	816
Total seminar days	4.080
Costs per day (TSh.)	10.000
Total (TSh.)	40.800.000
Project period in years	4
Annual expenses (TSh.)	10.200.000

./ Contribution of participants 25%	-2.550.000
Needed funds p.a.	7.650.000

2.1.4. Evaluation

- Narrative report prepared by OAPND, collecting data from project shareholders
- Number of people attended the seminars.
- Written, oral or practical examinations, passed by trained TOT
- Supervision of trained TOT conducted by zonal offices of OAPND
- Long term researches to measure behavior change effects among the Christians of the ELCTND

2.2. Sensitization seminar for church institutions

2.2.1. Objective

To sensitize all church institutions (centers, districts, parishes) about the main issues of AIDS/HIV prevention

2.2.2. Strategies

- To prepare a standardized syllabus for an one- day- seminar mainly based on the diocesan policy
- To have a list of available lectures
- To teach an one- day- seminar addressing the important issue to all institutions

2.2.3. Implementation

Institution	Responsibility	Institutions	Participants	Total
Head office	Medical department	1	45	45
Schools	Education department	25	2	50
Commercial institutions	Medical department	4	2	8
Diaconical institutions	Medical department	2	2	4
Hospitals	Medical department	3	2	6
Districts	OAPND zones	5	10	50
Parishes	OAPND zones	150	3	450
				613

Seminar costs are calculated at an average of 10.000 TSh per day, which will give us a total expenditure of 6.130.000 TSh. The program will be carried out within two years.

2.2.4. Evaluation

Written narrative and financial reports about the conducted seminars giving the number of people attended the seminars

2.3.Seminar for different target groups afflicted with HiV/AIDS

2.3.1. Objective

To reinforce behavior changes regarding HIV/AIDS amongst specific target groups, like women, young persons or students

2.3.2. Strategy

To enable the respective departments of the ELCT ND to continue their education program concerning AIDS-related issues

2.3.3. Implementation

The different departments (education department, health department, women's department, youth department) can ask OAPND for financial assistance to support their programs.

2.3.4. Evaluation

Financial and narrative reports of conducted seminars sent to OAPND, giving the number of people in each group who attended the seminar

2.4.Prepare teaching material and handouts

2.4.1. Objective

To ensure the availability of easy to handle education concepts and teaching aids

2.4.2. Strategies

- making a regular survey of existing material in cooperation with other institutions and churches,
- translating and adapting existing material, if needed,
- duplicating needed material in sufficient number and at reasonable costs

2.4.3. Implementation

2.4.3.1. Survey of existing materials

Select one office for data collection (e.g. LBS Mwika, department of education ELCT ND or central office of Orphan- and AIDS-Program of ELCT ND)

All departments and institutions should work together to suggest existing materials.

Additional data can be collected by internet researches.

The collecting office will pre-survey the collected material and will transfer the results to a joint committee, which will make the final decisions (see number 2.4.3.2.).

2.4.3.2. Preparation of teaching concepts and teaching aids

All departments and institutions of education will be welcomed to **joint committee**, which will make the following decisions:

1. Decisions about the needed material and needed teaching aids
2. Decisions about the needed translation and adaption of this material and who is going to do it
3. Decisions about the quantity of copies of the respective materials

The central office of the Orphans- and AIDS-Program of the ELCT ND will then be responsible for:

1. making the budget for production and distribution of this material,
2. raising the needed funds,
3. supervising the production of the material,
4. distributing the materials to the different departments, districts and institutions.

2.4.4. Evaluation

Analysis of the prepared materials and handouts by OAPND, giving the number of prepared and distributed material.

3. HIV and AIDS medical program of ELCT ND

3.1. To add eight VTC centers in selected dispensaries

3.1.1. Objective

To add VTC facilities especially in rural areas using existing dispensaries of the ELCT ND

3.1.2. Strategies

To make a survey of our dispensaries and the availability of VTC facilities and to select eight qualified dispensaries.

To provide funds for training of staff, buying equipment and running the center.

3.1.3. Implementation

3.1.3.1. Cost for one VTC center

expenditure	@		Total
Seminar 2 staff x 30 days	60	45.000	2.700.000
Needed investment			1.000.000
Running cost p.a.			5.000.000

3.1.3.2. Long term plan

year	expenditure	Centers	TSh.	Total
2007	Training	4	2.700.000	10.800.000
	Investment	4	10.000.000	40.000.000
	Running cost p.a.	4	5.000.000	20.000.000
	Total 2007			70.800.000
2008	Training	4	2.700.000	10.800.000
	Investment	4	10.000.000	40.000.000
	Running cost p.a.	8	5.000.000	40.000.000
	Total 2008			90.800.000
2009	Running cost p.a.	8	5.000.000	40.000.000

3.1.4. Evaluation

Narrative and financial reports from the participating dispensaries containing the data of counseled and tested persons. The reports will be gathered by the medical department and will be delivered to OAPND.

3.2.To train hospital staff concerning STI

3.2.1. Objectives

To reduce STI in order to reduce the sexual transmission of HIV.

3.2.2. Strategy

To train hospital staff concerning detection, treatment and prevention of STI.

3.2.3. Implementation

A training of 10 days will be applied to 5 staff members of each of our three hospitals.

expenditure	costs per day (TSh)	@	
Seminar days	45.000	150	6.750.000
Project period (years)			2
			3.375.000

3.2.4. Evaluation

Financial and oral reports, giving the number of people attended the seminars.

3.3. Training of Home Based Care givers

3.3.1. Objectives

- Having at least one trained HBC giver in every congregation (151) and an additional reserve of 75 HBC givers until the year 2009.

3.3.2. Strategies

- To collect data of people in need of HBC in every congregation.
- To set up an annual plan for the training of 75 HBC givers and to demand the needed funds.

3.3.3. Implementation

Calculation for one seminar following the governmental syllabus (21 days) with 25 participants. We will need at least 6 of these seminars to cover all 151 congregations.

	TSh per day and person	number of participants x 21 days	total amount
accommodation for participants (21 x 25)	3.000	525	1.575.000
facilitation for teachers	20.000	21	420.000
			1.995.000

As we will conduct three seminars every year, we will need an annual budget of 5.985.000 TSh for a duration of at least three years.

3.3.4. Evaluation

- Narrative and financial report prepared by OAPND, collecting data from the medical department.
- Supervision according to the Tanzanian guidelines for HBC.
- Selected evaluation of local HBC services conducted by OAPND.

3.4.Provision of basic health care kits

3.4.1. Objective

Having a small depot of aids in every congregation (151).

3.4.2. Strategy

To provide the kits and to secure the replacement of already used medical equipment.

3.4.3. Implementation

The medical department will distribute the kits.

3.4.4. Evaluation

Financial report about the used equipment delivered to OAPND by the medical department.

3.5.Supervision of HBC activities

3.5.1. Objective

To ensure the provision and quality of HBC in all parishes.

3.5.2. Strategies

- To provide HBC supervision capacity into the hospitals and dispensaries of the ELCTND.
- To link community HBC providers to one of our three hospitals and our dispensaries.

3.5.3. Implementation

The medical department will analyze the supervision network and will implement necessary changes.

3.5.4. Evaluation

An annual HBC report, delivered by the medical department to OAPND.

3.6. Introduction of medical social support

3.6.1. Objective

To provide medical treatment for poor people, especially those afflicted with AIDS (PLHAs, orphans, widows, vulnerable children, seniors).

3.6.2. Strategies

- To prepare an up- to- date list of needy people in all parishes. The congregation will have a form to testify the social status of a member according to the registry.
- To appoint a social welfare office in every hospital or health center.
- OAPND will grant and allocate the budget to the hospitals and dispensaries, which will pay and cover the needs of the patients revealing their social status by the form

of their congregations. All forms will be returned to OAPND for approval of correct use of funds.

3.6.3. Implementation

Project shareholders: OAPND and its zonal offices, medical departments, hospitals and dispensaries, congregations. OAPND will try to raise funds from respective sponsors and to locate them to its zonal budgets.

medical service	TSh.	@	TSh.
hospitals	1.500.000	3	4.500.000
selected dispensaries	600.000	5	3.000.000
			7.500.000

3.6.4. Evaluation

- Narrative report prepared by OAPND, collecting data from hospitals and congregations.
- Evaluation conducted by OAPND, interviewing patients and concerned institutions.

4. To ensure broad social support to people afflicted with HIV/AIDS

4.1. Capacity building for social mutual support

4.1.1. Objectives

The ability of the local communities can be measured according to the following standards:

#	name of level	standards
0	Starting level	no standard testified
1	Entry-level	standard level of ELCT ND diaconical policy testified (e.g existing diaconical committee and diaconical annual budget)
2	Trainee-level	working on implementing standards of OAPND
3	Advanced-level	at least implementation of OAPND standards for one target group testified: 1. annual programming 2. registry of needy people 3. local fund raising 4. trained committee members 5. proper financial and narrative supports

#	name of level	standards
4	HBC-level	HBC has been implemented successfully
5	Graduate level	standards testified by OAPND for all target groups

The goal of the program can therefore be defined to bring all 151 congregations of the ELCT ND from the starting level to the graduate level.

4.1.2. Strategies

4.1.2.1. Seminars

Presently the seminar program of HuYaMwi is consisting of a five week seminar program (“Community Based Diaconical Ministry“) using the example of the orphan ministry, including three short classroom-courses, which can be booked separately.

4.1.2.2. Subsidization of seminars and teaching materials

According to the available funds OAPND will try to subsidize seminars or other teaching materials to the congregations, in order to enable all stakeholders to buy them and to participate.

4.1.2.3. Certification

Generally every congregation can apply to be certificated or to be admitted to a certain level by sending an application to OAPND, which will then conduct the certification.

4.1.2.4. The congregation trainee program

The zonal offices of OAPND will choose a limited number of congregations to work with them intensively until they reach the next level. This measure will contain the following features like monthly visits of an OAPND mentor to train, monitor and evaluate the work of the trainee congregation, conducting seminars etc.

4.1.2.5. Field-worker program

Fieldworkers are semiprofessionals, who are hired for 2 - 3 days a week. After receiving training they will mainly visit the beneficiaries of their congregation and report to the parochial committee. Once a month they will meet with the zonal coordinator of OAPND to deliver report and to receive further instructions. A monthly reimbursement of 30.000 TSh is equally shared by the congregation and OAPND.

4.1.3. Implementation

Program shareholders: OAPND and its zonal offices, congregations

Sample price for different measures:

measure	Prime costs (TSh)	suggested retail price (TSh)
1 seminar day at LBS Mwika	10.000	2.500
5-week seminar at LBS Mwika	380.000	95.000
Book „Ushauri kwa walezi wa yatima“	400	500
Book „Ufanisi wa vikundi na kamati“	800	1.000

The annual costs for congregations in the trainee program can be calculated as flat rate.

	TSh	@	TSh
Monthly facilitation fee for mentor (including transport etc.)	12.000	12	144.000
Stationaries (printouts, photocopies, teaching aids etc.)			60.000
Allowance to conduct seminars at the congregation			176.000
Allowance to subsidize seminar and teaching material			120.000
			500.000

Estimated budget needed in 2007 for all OAPND zonal offices:

Zonal office	TSh	@	TSh
Karatu	500.000	5	2.500.000
Hai	500.000	15	7.500.000
Siha	500.000	5	2.500.000
Moshi Urban	500.000	5	2.500.000
Kilimanjaro Middle	500.000	5	2.500.000
HuYaMwi*	0	10	0
Kilimanjaro East*	0	10	0
		55	17.500.000

*Already covered by OAPND zonal budget.

4.1.4. Evaluation

- Narrative reports of OAPND collecting data from the zonal offices.
- Number of new certified congregations.
- Randomly evaluation of participating congregations by OAPND.

4.2. To back up the mutual social help by additional funds

4.2.1. The scholarship program and fund to promote vocational training facilities

OAPND will take the following steps to start this program in 2008.

- Release of guidelines by OAPND.
- Discussion about the installation of a general scholarship fund of the ELCT ND and its cooperation with OAPND.
- Looking for sponsors.

4.2.2. The building fund

The fund will support minor repairs or the reconstruction of small huts with a local contribution of 40%.

OAPND will take the following steps to promote this fund in 2007.

- Updating the existing HuYaMwi guidelines.
- Starting with a small budget with selected zonal offices
- Looking for sponsors

4.2.3. The Small Income generating Project fund (SIP)

As SIP is a very important tool OAPND will try to start it in 2007. Generally the existing HuYaMwi guidelines can be taken over by OAPND without many changes. The activities must be linked to the existing HEIFER project conducted by the project department of ELCT ND.

The supporting seminars and the distribution of funds will be conducted by the OAPND zonal offices.

OAPND will try to start SIP in 2007 at three zonal offices needing a funding of 3 x 1.5 Mio = **4.5 Mio**, unless not already funded by the zonal offices themselves.

4.2.4. Fund to provide small financial help (basic education fund)

The goal of this fund is mainly to provide small material help to needy orphans visiting primary schools, e. g. providing shoes, uniforms, school materials etc.

The total amount of Lutheran orphans being in need of this support can be estimated as follows:

total number of estimated orphans: 19.034
x 65% orphans being in primary school
x 70% orphans being in need of financial help
= 8660 orphans.

OAPND will start to help at least 1500 of these orphans. This will make a total budget of 1500 x 28.000 TSh = **42 millions**.

4.2.5. Fund to promote periodical meetings of orphans and PLHAs

This is a very important measure and therefore OAPND will try to start allocating money early. We are thinking to sponsor each monthly meeting with 10.000 TSh, an annual total of 120.000 TSh.

type of meeting	annual costs (TSh)	@	TSh.
orphans	120.000	15	1.800.000
PLHAs	120.000	10	1.200.000
			3.000.000

5. Organizational implementation

5.1.To install OAPND as a program

5.1.1. Meeting of board and executive committee of OAPND

The board of OAPND will meet twice a year and the executive committee quarterly. Members will receive a general reimbursement of 10.000 TSh (including traveling costs).

5.1.2. Implementation seminars

OAPND will conduct implementation seminars, especially with the coordinators of the OAPND zones.

5.2.Project coordinator

Presently OAPND is managed by the diaconical secretary of the ELCT ND, Rev. Dr. Martin Burkhardt. However due to his other responsibilities he will have difficulties to manage the full prolonged budget. Furthermore he will return to Germany in August 2008.

Therefore OAPND must look for a suitable project coordinator in 2007.

5.3.To equip the coordinator

5.3.1. IT & office expenses

In 2007 and 2008 we need higher investments in computer and other IT.

General traveling expenses

Additional to the driving budget mentioned below OAPND is allocating money for general traveling expenses, like bus fare etc. for people traveling on behalf of OAPND.

5.3.2. Evaluation and research

OAPND assisted by HuYaMwi will conduct researches and evaluation to improve this ministry (see §§ 10, 19-20 OAPND guidelines).

5.3.3. Secretary

A secretary will assist the project coordinator starting from 2008.

5.3.4. Investment for vehicles

To provide driving facilities to the project coordinator OAPND will need a used Suzuki Mtwara in 2007. If possible OAPND may be equipped with a Toyota Land-cruiser in 2008, which then will be used mainly by the project coordinator.

The remaining Suzuki Vitara may then be given to one of the OAPND branches or can be used as common vehicle by all OAPND branches for special events.

6. Expenses not yet covered by this budget

The following expenses are not yet covered by this budget. A further analysis has to reveal, whether these expenses can be regarded as a **local contribution** of the ELCT ND and its participating institutions, or OAPND must also allocate funds for it.

6.1.Accountancy and auditing costs

So far the project finances will be banked by the financial department of the ELCT ND on a separate project account.

6.2.Rental of office space

So far OAPND will be located in the diaconical office of the ELCT ND headquarter. However as soon as a project coordinator is found a separate office is needed.

6.3.Salary for zonal coordinators

So far the diaconical district coordinators will also serve as coordinators of OAPND zones. Their salary is mainly paid from the funds of the church district.

A further analysis has to reveal, whether the districts need financial assistance by OAPND to pay the salary of one or more full-time workers for the work of OAPND.

6.4.Equipment for the zonal offices of OAPND

To function fully, the zonal office of OAPND must be equipped with transport facilities and sufficient IT.

Implementation Report March 2007

I. Research and situation analysis

List of already adapted papers and guidelines

Guidelines	Author	Status
Diaconical Policy	Diaconical Department	Passed by executive committee
Guidelines of OAPND	Diaconical Department	Revised version must be passed again by executive committee
Policy on AIDS/HIV	Joint Committee	Needs to be passed by executive committee
SIP-guidelines	HuYaMwi	Adapted by OAPND
Method to register orphans (Counterbook)	HuYaMwi	Adapted by OAPND
Standards for community based social service	HuYaMwi	Adapted by OAPND
Building funds guidelines	HuYaMwi	Needs to be finalized by HuYaMwi
Social medical funds	HuYaMwi	Needs to be finalized by HuYaMwi
Book „Advise for guardians of orphans“	HuYaMwi	Adapted by OAPND
Book „Effectivity of groups and committees“	HuYaMwi	Adapted by OAPND
Material about HIV/AIDS education	HuYaMwi	in preparation

II. HIV and AIDS education and sensitization

1. HuYaMwi has scheduled the first five-day-long seminar for church workers in July 2007. The lessons based on materials of the WCC may be later be used to publish a short booklet in Suaheli.
2. Sensitization seminars took place at secondary school and at the ELCT ND head quarters in 2006
3. The education and women's department have already presented their budget suggestions.

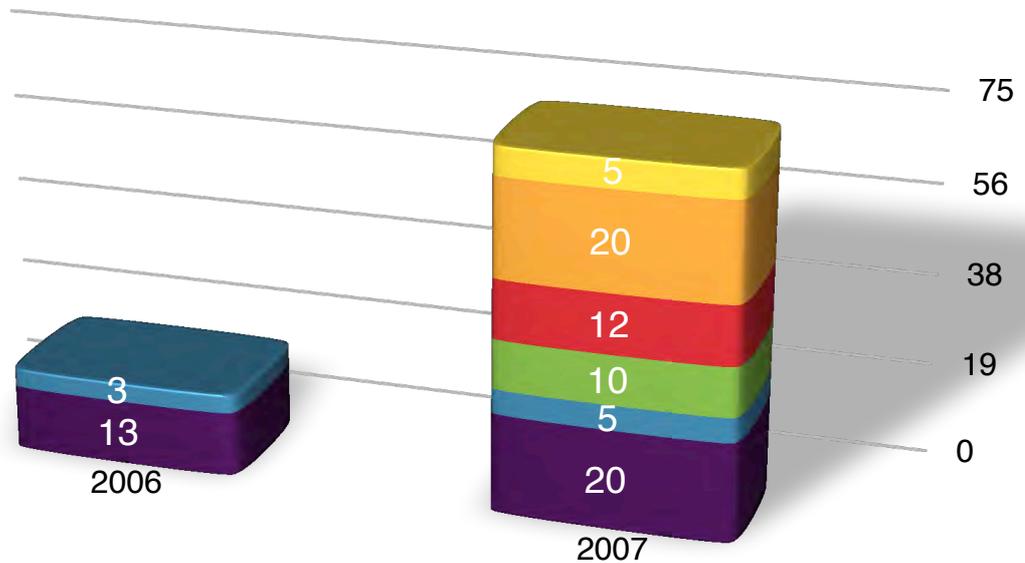
III. HIV and AIDS treatment

In cooperation with HuYaMwi the hospital of Marangu develops a social medical fund.

IV. Social Support

The diaconical capacity building and the introduction of different funds has already started in the following zones:

OAPND -Zone	Number of congregations	Status	implemented funds
HuYaMwi	20	started from 2003 to 2006	all
Moshi Urban	5	started from 2004 to 2007	
Kilimanjaro East	10	start in 2007	SIP, Small material help, Social medical fund.
Karatu	12	start in 2007	Small material help
Hai	20	start in 2007	
Kilimanjaro Middle	5	start in 2007	
Siha	0	expected to take off in 2007	
Total	72		



V. Organizational implementation

1. Start of OAPND

OAPND started with the first meeting of its committee on the 13.12.06. Presently the five church districts and HuYaMwi are represented as full-members, „Rafiki foundation“ and „Usharika wa neema- Kalali orphanage centre“ are represented as co-opted members.

The assistant to bishop Dr. F. Shoo was elected as provisional chairperson and the diaconical secretary Dr. M. Burkhardt was elected as provisional project co-ordinator, both representatives of the ELCT ND head-quarters.

To link OAPND better to other departments the head of the following departments will be welcomed as advisors to the OAPND committee: education, youth, women and medical department.

OAPND has an already funded budget of 5 Mio for 2007, which will mainly be used to conduct meetings and seminars to promote and develop OAPND. Remaining money will be spent to back up the ministry in zones without proper funds.

2. Zones status report

OAPND zone partner	location zone office	geographical zone	coordinator	programming 2007
Karatu district	Karatu	Karatu	Rev. Temba	done, 3570€
Hai district	Hai	Hai South	Deacon Raymon Tarimo	done 1,0 Mio Tsh
	Sufi	Masawa	Deacon Mmari	done 0,5 Mio Tsh
	Lyamungo	Nkuu Lyamungo	Mch. Mwanri	done 0,5 Mio Tsh
Siha district	Sanya Juu	Siha	P/W Theodora Swai	delayed
Kilimanjaro Middle district	Moshi	Kilimanjaro Middle rural	Mch. James Nkya	done 0,5 Mio Tsh
ELCT ND head office / diaconical department	Moshi	Moshi urban area	Deacon Kaaya	done by Moshi Urban diaconical ministry
Kilimanjaro East district	Himo	Kilimanjaro East except area of HuYaMwi	Sr. Esther Tango	done, 6510€
LBS Mwika, HuYaMwi	Mwika	Specified area of pilot congregations	Deacon Mori.	done, 107 Mio Tsh.

Evangelical Lutheran Church in Tanzania – Northern Diocese (ELCT ND)

Guidelines of the “Orphan- and AIDS-program of the ELCT ND” (OAPND)

Suaeli version approved by Executive Committee on the 28.8.2006, revision of §10 and § 19 proposed by first meeting of the board of the program on 13.12.06, revision of §1.3 proposed by the meeting of the board of the program on 9.3.06 (re-translation to English by Diaconical secretary)

In order to make a distinction between the five church districts and the presently 9 branches of OAPND, the diaconical secretary suggests to call these branches *OAPND zones*. All changes are put into *italics*.

Part A: Foundation of the program

§ 1 Legal status and name

1. The program has the name “Orphan and AIDS-program of the ELCT ND” (OAPND)
2. It is a sub autonomous program of the ELCT ND governed by a board, which reports to the diaconical committee of the ELCT ND.
3. *The implementor of this program is the diaconical department in cooperation with all other departments of our diocese.(revised by OAPND board 9.3.07)*
4. The ELCT ND grants financial autonomy of this program according to the diaconical guidelines of the ELCT ND.
5. The program can be joined by institutions of the ELCT ND or NGOs (called membership institutions), for details see § 4 and § 5.

§ 2 Objectives

1. To provide area wide (social) service to orphans and AIDS-victims within the area of the ELCT ND
2. To support measures to raise public awareness concerning AIDS and AIDS-victims
3. To share, develop and maintain a value and method-codex for this type of ministry
4. To coordinate all activities regarding (the social service)m to AIDS and AIDS victims conducted by the ELCT and their institutions.
5. To develop a master-plan concerning this program and to look for respective sponsors.

§ 3 Values and methods

1. The program will release and maintain a codex of values and methods, compulsory for all members.
2. The program will evaluate and follow up, whether this codex is implemented by all members and will rate each member according to its success.
3. Values and methods may either be adopted from other organisation or may be developed internally.
4. In the beginning the following existing papers/materials are going to be adopted fully or will be implemented with necessary changes as soon as possible.
 - a. The Diaconical Guidelines of the ELCT
 - b. The Handbook of HuYaMwi ministry (LBS Mwika) with necessary changes.
 - c. The different guidelines of HuYaMwi for funds (Building Fund, Small Income Generating Fund, Medical Fund) with necessary changes
 - d. The book “Uschauri kwa Walezi wa Yatima” released by HuYaMwi
 - e. The conditions to a HuYaMwi pilot/network parish

§ 4 Full membership

1. Criteria of being a full member
 - a. Must fully agree with objectives and value/method codex (§2 and §3)
 - b. Must have a defined geographical area of ministry designated in the master plan of this program
2. Founding members
 - a. The five districts of the ELCT ND
 - b. HuYaMwi, LBS Mwika
3. Additional members may be added, if they meet the criteria mentioned above and if approved by the board of this program.

§ 5 Co-opted membership

1. Other institutions of the ELCT ND or other NGOs dealing with AIDS and AIDS victims may be co-opted members if approved by the board of this ministry.
2. Co-opted member institutions may not fully comply with the goals and values mentioned above, however they must principally support the main goals of this program.

§ 6 End of membership

1. If a member declares itself to leave the program.
2. If a full member does not longer meet the criteria to be a full member, it continues to be a co-opted member.
3. If a member institution is not making follow up of its duties, the board of this program can cancel the membership after a period of one year.
4. In case of end and change of membership statutes, the concerned member will be accountable to hand over all financial and physical assets belonging to the program to the central offices.

Part B: Central institutions of the program

§ 7 Board of the program

1. Members
 - a. Each full member institution is represented by one representative
 - b. A co-opted member institution is represented by non voting advisory members.
 - c. The board can call other advisors to attend the meetings. *(comment of the editor: Presently the board has called the heads of the following departments as advisors: medical, education, youth and womens. This may be added to the guidelines later)*
 - d. The ELCT ND will be represented by two voting members.
 - e. All members must be proposed by the sending organisation and must be approved by the executive committee of the ELCT ND.
2. Decision Making
 - a. The quorum is above 50% of all voting representatives.
 - b. Normal decision needs a majority of all present voting representatives
 - c. To change the guidelines 2/3 of all voting representatives must consent.
3. Tasks of the board.
 - a. To propose one member as chairperson, who needs to be finally approved by the executive committee of the ELCT ND.
 - b. To propose the coordinator/secretary of the ministry, who finally needs to be called by the executive committee of the ELCT ND. If he is not already a member of the board he will be a non-voting member of the board.

- c. To call the members of the executive committee of the program and its chairperson.
- d. To pass the annual budget of the ministry and its district offices.
- e. To pass the annual project plans, annual reports and evaluation reports of the ministry and its district offices
- f. To pass changes of the value-method-codex

§ 8 The secretary of the program

1. The secretary will lead the central office of the program and will be the chief executive officer of the program (CEO)
2. He will be responsible to prepare the annual budget and annual reports for the board, which will be discussed in the executive committee.
3. He will prepare quarterly reports, which will be discussed in the executive committee of the program.

§ 9 The executive committee of the program

1. Members
 - a. The secretary of the program will be also the secretary of this committee
 - b. The district coordinators as not voting advisors (see § 13).
 - c. Four other elected members of the board of the program
2. Chairperson will be chosen by the board of the program out of the elected members (1c).
3. All decisions of the committee must be finally approved by the board of the program
4. Task of the executive committee
 - a. To prepare the meeting of the board
 - b. To make decisions between the meetings of the board for urgent matters and to report to the board.
 - c. To receive the quarterly reports of the central office and the district offices and to make recommendations to the board.

§ 10 Research and evaluation (revised by the board on 13.12.06)

The ministry HuYaMwi of the LBS Mwika will be an independent research and evaluation agency of the ministry having the following tasks:

1. *It will make suggestions to change and update the value-method codex of the ministry.*
2. *It will participate in all evaluation teams (see §19)*
3. *It will conduct seminars concerning methods and guidelines of this ministry.*
4. *It will suggest and receive areas of research from the board of the program.*

Part C: Zonal Offices of the Program

§ 11 Legal nature of the zonal offices as joint venture

1. The *zonal* offices are joint ventures of a full member institution and the central program in order to provide service within the respective geographical area of the member institution.
2. Therefore the annual budget of the office, the annual report and all decisions of employment must be passed by both partners, e.g. the board of the ministry (§ 7) and the concerned authorities of the member institution (e.g. diaconical committee or the executive committee of the church district).
3. In order to be passed by both partners the annual budget and other important decisions must be proposed one year ahead.

4. In case of urgent decisions or in case of disagreement between both partners the board of the program has the final decision.

§ 12 Responsibilities of the member institution for the *zonal* office of the program

1. The member institution concerned will function as a supervisor of the *zonal* office regarding all formal issues of the work, e.g. working plan, working hours, financial reports etc.
2. All staff members of the *zonal* office will be formal employees of the member institution.
3. All the property of the *zonal* office is the property of the member institution, unless not lent by the central program by legal contract. However all property must be separated from other property of the member institution, e.g. using separate accounts, separate inventories etc.

§ 13 Responsibilities of the central office for the *zonal* office of the program

1. The central office will do the actual supervising of the *zonal* office in diaconical issues, e.g. it will receive a quarterly report from each office and discuss it in a meeting of the executive committee.
2. The central office may lend property to the *zonal* office if needed, e.g. equipment, vehicles, computers etc.

§ 14 Structure and task of the *zonal* office

1. The office will consist of at least one person, who will be the responsible *zonal* coordinator. Other staff members will be added if needed and funds are available.
2. The *zonal* coordinator will be responsible to prepare the annual budget, the annual report and the quarterly reports and to carry out the proposed program.
3. If needed he can be assisted by a small *zonal* executive committee.

Part D: Financial issues

§ 15 Budgeting of the central office of the program

1. Income
 - a. Donation of respective sponsors
 - b. Support from the ELCT ND according to the diaconical budget
 - c. Fees from the member institution, which will be decided by the board of the program
2. Expenditure
 - a. Expenditure to run the central office (staff, office rent, stationeries, travel expenses)
 - b. Meetings of the board, the executive committees, etc.
 - c. Distributions to the member institutions
 - d. Direct measures helping orphans carried out by the central office
 - e. Evaluation expenses
 - f. Investment to equip the central office or the *zonal* offices

§ 16 Budgeting of the *zonal* offices of the program

1. Income
 - a. Local contributions raised by the member institution. This may be collected money, or the contribution of other goods (e.g. office space)

- b. Donations of bilateral sponsors directly given to the member institution
 - c. Contribution of the central program
2. Expenditure
- a. Expenditure to run the *zonal* office (staff, office rent, stationeries, travel expenses)
 - b. Direct measures helping orphans, carried out by the *zonal* office
 - c. Distributions to the parishes within the area to enable them to help the orphans

§ 17 Guidelines for budgeting

All budgets (district and central) must use the following guidelines:

1. The budget must be built on already collected money or on money promised by reliable sponsors: “Only money which is there, can be spent”
2. Each budget has to be present in the following proportions:
 - i. 50% of the budget must be spent directly to the final beneficiaries, the orphans and *AIDS-victims*.
 - ii. 25% of the budget may be spent for the benefit of caretakers/relatives caring for the orphans/*AIDS-victims* or for measures to raise the awareness of the orphan crisis in the society.
 - iii. 25% of the total expenditure may be spent by the ministry to facilitate the ministry, e.g. for the expenses to organize, evaluate and monitor this ministry.
3. Each budget must consider exchange rate flow and contingencies and must spare money for long-term measures not supported by reliable sponsors.
4. All member institutions promise, that they will not start or maintain a second budget in the area of this ministry hidden to the central office.
5. The financial guidelines of the ELCT ND will be adopted.

§ 18 Anti corruption statement

All member institutions declare to fight against the misuse of public money and public authority for private purposes and to be ready to inform the local church authorities and to follow the normal legal steps, if any kind of this misuse is discovered within this cooperation.

Part E: Evaluation

§ 19 Evaluation of the *zonal* offices (revised by OAPND board 13.12.06)

1. The central office will schedule the evaluation of every *zonal* office at least after two years.
2. *The evaluation team exists of the following members:*
 - a. *A member of the board of the program, who is not from the evaluated area.*
 - b. *A member of HuYaMwi (if HuYaMwi itself is evaluated this member has to be replaced by another member of the board)*
 - c. *The secretary of the central program*
 - d. *A zonal coordinator of an other office*
3. Goals of evaluation
 - a. Whether the delivered reports of the *zonal* office are authenticable
 - b. Whether the *zonal* office is following the value/method codex
4. Method of evaluation
 - a. To review the internal files of the *zonal* office
 - b. To make interviews with the office staff and the leadership of the concerned member institution

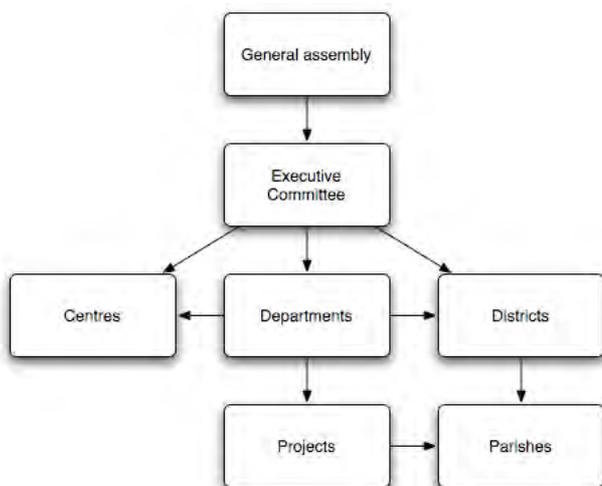
- c. To choose at least three parishes randomly, to visit them check their files, make interviews with the pastor, committee members and final beneficiaries
- 5. The evaluation team will discuss the outcome in a final meeting and the secretary will write an evaluation report, which will then be countersigned by all team members. The report will be presented to the leadership of the concerned member institution and to the board of the program.

§ 20 Evaluation of the whole program

After three years the program will invite external evaluators from other organizations to evaluate the whole ministry, following suggestions of the main sponsors.

Appendix: Scheme of working structure

1. General scheme of ELCT ND



2. Scheme of OAPND

