



DEPARTMENT OF PUBLIC WORKS

HIV/AIDS AWARENESS PROGRAMME

TRAINING MANUAL

OCTOBER 2004

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Background

HIV/AIDS in SA

The HIV/AIDS pandemic in South Africa is one of the fastest growing in the world and it constitutes one of the most formidable challenges to development and social progress.

At the end of 2002, 42 million people worldwide were living with HIV/AIDS. Around 70 % of these cases are living in Sub Saharan Africa (UNAIDS/WHO, AIDS Epidemic Update, 2002).

HIV/AIDS in construction

Research conducted by various construction industry stakeholders indicate that the construction industry has the third highest incidence rate of HIV/AIDS per sector in South Africa, with very little being done to address the problem in this particular sector.

The construction industry has a predominant migratory labour force, making it the prime contributor to the spread of HIV/AIDS. Labour camps are a breeding ground for the spread of HIV/AIDS and STIs, this being compounded by the lack of need for migrant workers to face any consequence to casual sexual relationships while on a contract.

Failure to address the situation will impact negatively on the South African economy especially in relation to:

- Increases in absenteeism
- Accidents
- Skills shortages of up to 35%
- Cost of retraining
- Decreased levels of productivity
- Demand for construction services and products, and
- Capability to effectively and efficiently manage the provision of infrastructure

The construction industry not only stands to be affected by the epidemic, but is also poised to be a high contributor to the spread of the virus, in the absence of a co-ordinated and effective intervention.

DPW has a responsibility...

There are currently no legal requirements that force businesses to implement programmes focused on minimising the impact of HIV/AIDS on its workforce. As leaders of the construction industry, the Department of Public Works is required to lead by example and to champion and promote best practices that would enhance growth and development of the industry. Guiding their efforts is the need to ensure that policy positions of the Department of Public Works is consistent with the challenges facing the construction industry

DPW's response to the HIV/AIDS epidemic

In response to the threat of HIV/AIDS to the construction industry – to protect and support the industry's workforce – the Department of Public Works has developed a strategy to address the effects of the disease on the industry. As part of the Strategy, the Department will enforce the implementation of HIV/AIDS programmes in the construction work it commissions.

On project level, the practical implementation of the HIV/AIDS Strategy entails an HIV/AIDS awareness programme that has been developed to be implemented in all Bill of Quantities contracts with a contract period of more than six (6) months.

For the Department of Public Works to lead the construction industry in the fight against the epidemic within its spheres of influence, managers operating at both policy and technical levels need to be aware in a personal and professional way of the disease, its impacts and the Department's approach in combating it.

The HIV/AIDS Strategy for the construction industry

The overall goal of the strategy is to improve health and safety in the construction industry. This can be achieved by:

- Ensuring that HIV/AIDS infection rates in the industry are reduced, and
- The impact of the disease is successfully and pro-actively managed.

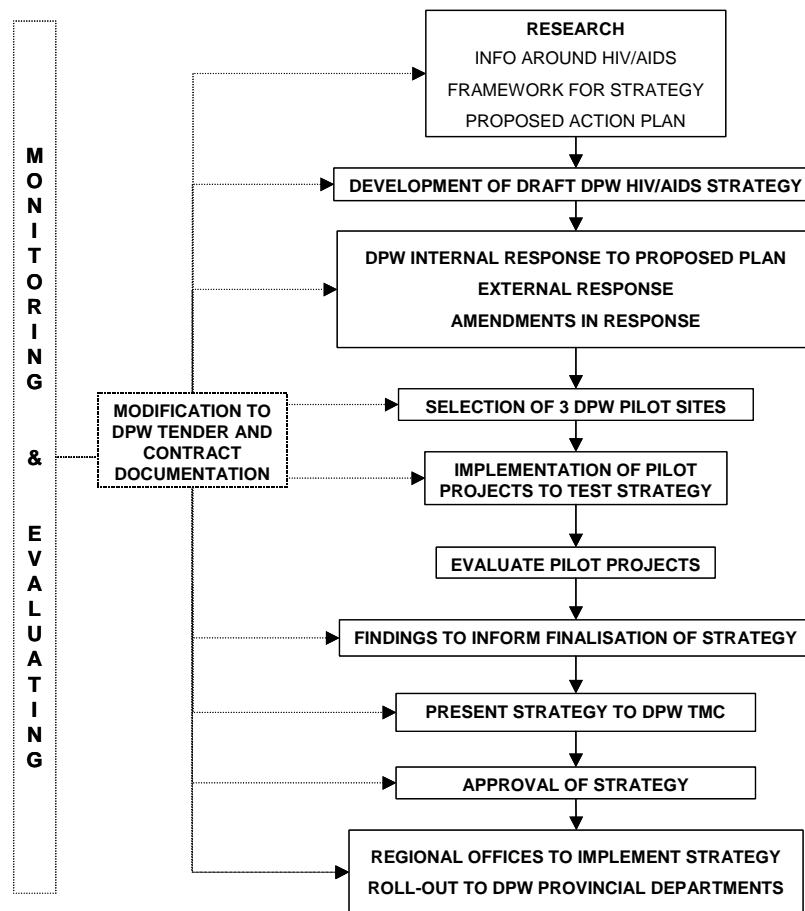
With the Strategy, the Department specifically aims to

- Reduce the rate of new HIV infections in the industry
- Ensure appropriate management of construction workers affected and infected by HIV/AIDS
- Facilitate access to Voluntary Counselling and Testing (VCT)
- Facilitate access to Sexually Transmitted Infection (STI) treatment
- Capacitate the industry with the necessary knowledge on treatment, self care and wellness as HIV infected
- Reduce the stigma and discrimination attached to construction workers suffering from HIV/AIDS
- Encourage safe working environments on construction sites
- Position the industry to respond to the risks of direct and indirect costs incurred as a result of the disease
- Aim to reduce HIV/AIDS infection in the communities in which the industry works
- Monitor, evaluate and review the Strategy continuously to ensure relevancy and effectiveness

Strategy development process

Best practice in addressing HIV/AIDS in the construction industry was thoroughly researched and investigated as the strategy was developed. A consultative process was followed in this regard.

A graphic representation of the strategy development process



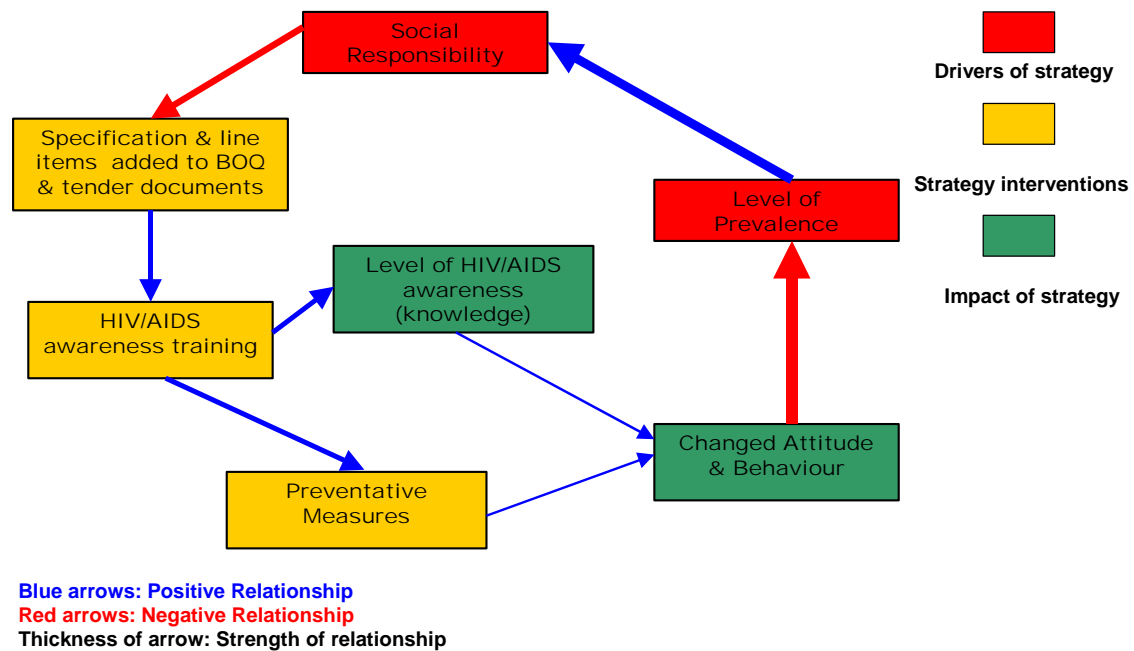
Three Public Works projects were selected in conjunction with the Development Operations directorate and the Provincial Department of Public Works offices, to inform the Strategy. The purpose of the pilot projects was to test the Strategy and to ensure that the Strategy is consistent with the challenges facing the construction industry. Pilot projects also informed modification to the tender and contract documentation.

The three projects that were selected were:

- The construction of the Nelson Mandela Museum in Qunu, Eastern Cape Province, commissioned by the National Department of Public Works
- The construction of a social services office in Gugulethu, Western Cape Province, commissioned by the Western Cape Department of Public Works
- A labour intensive road maintenance project in the Bochum area, Limpopo Province, commissioned by the Northern Province Road Agency. The project had four contractors that each worked on a part of the road.

Strategy model

Based on the findings from the three pilot projects in which the Strategy were implemented, a model was developed in which the relationships between the different elements of the Strategy were investigated. The model confirmed the validity of the Strategy. The dynamics of the Department’s HIV/AIDS Strategy are illustrated in the figure below. It is important to strengthen the weak relationships in the strategy to ensure successful implementation of the Strategy.



As custodian of the industry, the Department has a *social responsibility* towards the industry to address the current and future impact of HIV/AIDS. This responsibility together with the belief that the industry is faced with *increased HIV prevalence* numbers amongst its workforce, urged the Department to implement a Strategy in response.

Interventions were designed *to raise awareness levels* on HIV/AIDS and to equip the industry with the necessary knowledge to *change attitudes and behaviour*¹ that fuel the spread of the disease. Strategy interventions in the model are outlined as:

- The *line items included in tender documentation* enforcing HIV/AIDS programme implementation on projects of size
- *Training and awareness raising* on construction sites
- Implementation of HIV/AIDS *preventative measures* on site e.g. condom distribution

Principles of the HIV/AIDS Awareness Programme

Awareness workshops with workers

Contractors will have to provide awareness workshops to all of the workers that will be on site for 30 days or longer.

- The content of workshops should comply with a list of Specific Learning Outcomes (SLOs) that focus on HIV/AIDS
- Workers should be exposed to workshops for a minimum of two-and-a-half hours

¹ AB in diagram: attitude and behaviour

- Sessions should be interactive and not more than 25 people should attend a session
- A video of HIV/AIDS in the construction industry, obtained from the Department of Public Works is to be screened to construction workers at workshops.

Awareness materials and condoms

Awareness material should be obtained from the National Department of Public Works.

Awareness posters



- Four awareness posters were developed for the programme containing key HIV/AIDS messages.
- The information on the closest VCT facility and the closest clinic should be displayed on a poster on site.
- Posters should be displayed in highly trafficked areas on site.
- An HIV/AIDS information booklet was developed for the programme and should be distributed to all workers on site.
- Both male and female condoms should be readily available on site and kept in condom dispensers.

Pictures of the information booklet (left) and one of the awareness posters

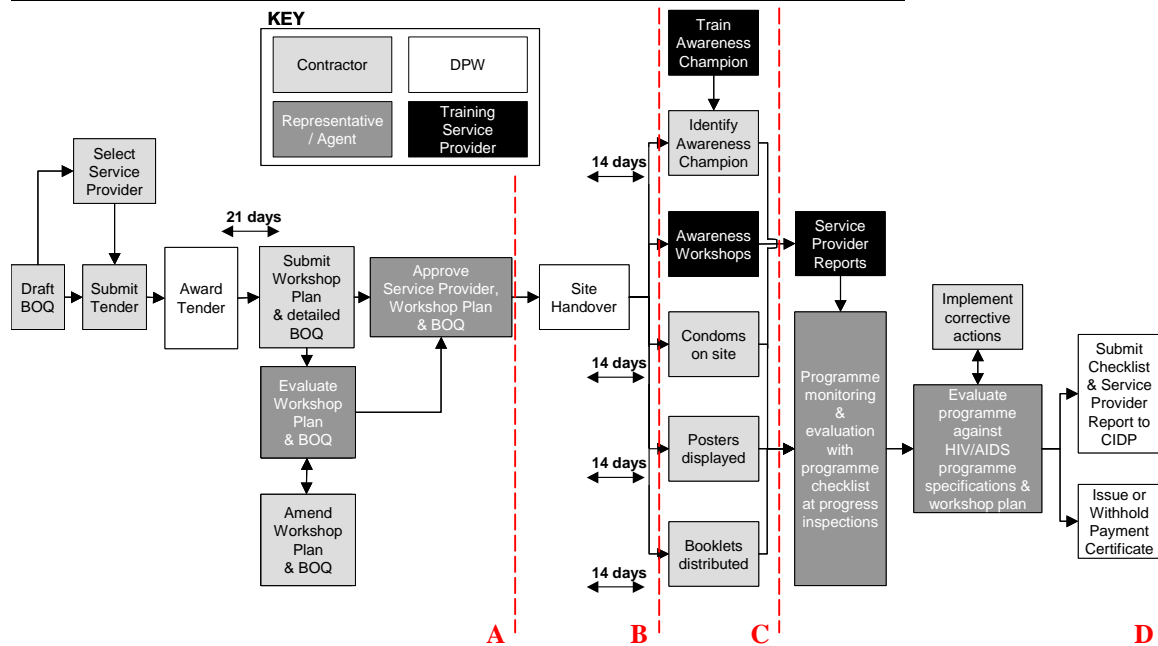


Responsibility

All Department of Public Works Bill of Quantities contracts exceeding a value of R2 million will be required to implement the HIV/AIDS awareness programme on site. Contractors will submit tenders for the applicable construction projects, including the implementation of the HIV/AIDS awareness programme on site in the tender price. The tender should be submitted to the Department, complying with the normal tender requirements. The Department's Tender Committee will award the tender based on the Department's specified adjudication criteria.

The contractor would thus have the ultimate responsibility to draft the bill of quantities for the HIV/AIDS awareness programme and to select a service provider that would conduct the awareness workshops on site. The Department's representative or agent would evaluate the submitted bill of quantities and workshop plan as prepared by the training service provider. The representative or agent's primary responsibility is however to monitor and evaluate the HIV/AIDS Awareness Programme on site.

A graphic representation of the programme implementation process



The following elements constitute the different aspects of programme implementation as indicated on the diagram

- Procurement procedure
- Preparation for implementation
- On-site programme implementation
- Monitoring and evaluation

Procurement procedures

Workshop plan

After the tender has been awarded the contractor must submit to the Department its detailed bill of quantities and a workshop plan, prepared by the training service provider. The plan will outline how workshop requirements will be met. It will also present the credentials of the service provider, the content of workshops, how it will be conducted and scheduled, and the support that will be provided by the service provider in programme implementation. The Department's representative or agent will use the Service Provider's Workshop Plan to monitor programme implementation. Only after the workshop plan has been submitted, will the training service provider be approved.

CHECKLIST :The workshop plan should contain information on...

- ✓ The different knowledge areas to be addressed in training
- ✓ How the awareness champion (a worker identified on site, that will be responsible for practical arrangements in programme implementation) will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively
- ✓ How the service provider will support the awareness champion
- ✓ Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems. A complete list of VCT facilities could be obtained from the Department of Health or the CIDP
- ✓ How the workshops will be presented, including frequency and duration
- ✓ How the workshops will fit in with the construction programme (scheduling of workshops)
- ✓ How the service provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly
- ✓ How the video will be used
- ✓ How the service provider will elicit maximum participation from the workers
- ✓ A questions and answers slot (interactive session) in training.

The Department's representative or agent should make sure that the workshop plan corresponds with the minimum requirement as outlined in the contract documentation. The most important is that all workers that are on site for a minimum total period of 30 days, should be exposed to at least 2,5 hours of HIV/AIDS training in groups of not more than 25 workers.

CHECKLIST: Scheduling workshops

- ✓ Number of workers and subcontractors on site
- ✓ When will new workers or subcontractors join the construction project?
- ✓ For how long will workers and subcontractors be staying on site?
- ✓ How can a maximum number of workers be targeted with workshops?
- ✓ How the contractor prefer workshops to be scheduled, e.g. three hourly sessions per worker, or one 2.5 hour workshop per worker

- ✓ Profile of the workers, including educational level, age and gender (if available) to assist the service provider in preparing workshops
- ✓ Preferred time of day or time of the month to conduct workshops
- ✓ A Gantt chart representing the construction programme could be valuable in scheduling workshops
- ✓ Where will workshops be conducted? A suitable venue should
 - ✓ be close to site (or on site)
 - ✓ have sufficient seating
 - ✓ have low noise levels
 - ✓ have electricity to screen the video
 - ✓ be well ventilated
 - ✓ be such that workers are not distracted from training (preferably inside a building)

Communication between the contractor and the service provider is of the utmost importance to ensure that implementation plans are continually aligned to the construction programme.

Breaking down the content of information to be presented to workers into more than one workshop session, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for workers to reflect and test information. Workers will also have an opportunity to ask questions at a next session.

Identifying and approving a training service provider

To ensure quality of training, it is preferable for a contractor to use a SAQA accredited training service provider in the HIV/AIDS field. A list of Construction SETA or Health and Welfare SETA (HWSETA) approved service providers could be obtained from the CIDP or on the Health and Welfare SETA website:

www.hwseta.org.za.

A contractor might not be able to find an accredited or provisionally accredited training service provider to conduct training on site. If a contractor can *prove* that the service provider that it identified is a specialist in HIV training and it uses experienced trainers, such a service provider can be approved to conduct on-site workshops.

CHECKLIST: Approving a HIV/AIDS service provider

- ✓ Request proof of the service provider's relevant experience in HIV/AIDS training
- ✓ Obtain facilitators' CVs and make sure they have experience in HIV/AIDS training
- ✓ Experience or accreditation in offering training related to HIV/AIDS in the workplace is the ideal background to conduct training on site
- ✓ If unsure about the credibility of the service provider – contact the Health and Welfare SETA at Tel (011) 622 66852 or get guidance from the Construction CETA at Tel (011) 265 5900

Support services

For reference purposes it is important to have information on support services handy.

Support service	Who should know	Where to get	Contact Number
Training service providers	Contractor Department's agents Regional offices	Health & Welfare SETA Construction SETA CIDP AIDS Consortium	011- 622 66852 011- 265 5900 012-337 2322 011-403 0265
Awareness materials	Contractor Regional offices	CIDP	012-337 2322
Condom dispensers	Contractor	Department of Health	012-312 0000
Condoms	Contractor Awareness Champion	Department of Health CIDP	012-312 0000 012-337 2322
Local clinics	Contractor Awareness Champion Service Provider	Local Community Department of Health	012-312 0000
Closest VCT facility	Contractor Awareness Champion Service Provider	Department of Health	012-312 0000

Quantifying the cost of the programme

When evaluating the bill of quantities, the following should be kept in mind:

- Time should be allowed for the selection, appointment and education of the awareness champion. Four hours is a reasonable amount of time to be spent on training the awareness champion
- In pricing the awareness workshops, if no additional services are rendered, the service provider can allow for the following reasonable expenses / costs:
 - * Appointing the service provider
 - * Renting a suitable training venue
 - * Time lost due to training (about 3 hours per worker)
 - * Service provider's time cost @ about R350 / hour. Total training time could be calculated by: $(\text{Total number of workers} / 25) * 3$. Also allow for scheduling difficulties
 - * Service provider's travelling time and cost
 - * Provision of video machine at training
- Prices for provision of awareness materials are fixed and could be ordered from the CIDP, Department of Public Works. In its price, contractors could allow for time and cost of ordering materials

Awareness material	Units	Cost / Unit
Posters	4	R 53.65
Information booklet	Total number of workers	R 13.00
Awareness video	1	R 25.00

- Contractors must ensure that there are both male and female condoms on site for the duration of the project. Condoms and dispensers have fixed prices but the time to get condoms and fill up condoms could differ

Material	Units	Cost / Unit
Condom dispenser	2	R xxxxx
Male condoms	Number of male workers*10 / month	Free
Female condoms	Number of female workers*5 / month	R 8.00

- Contractors should also allow time for monitoring and the HIV/AIDS awareness programme. Time will be spent on completing reports and giving information to the professional team

The following variables were found to impact on the price of the programme:

- The number of workers
- The workers' hourly rate due to the standing time as a result of training
- How often workshops are scheduled to ensure 100% attendance – it might be necessary to conduct a number of workshops to train workers that will only be on site for a short period of time
- Proximity of a suitable service provider – travelling time and cost to remote areas might be a substantial cost of the programme
- Number of female workers on site (it would determine the number of female condoms distributed) – female condoms are produced in the United Kingdom and are expensive due to the relatively high cost of the material from which it is made
- Infrastructure support – in remote rural areas it might be expensive to get to site and provide electricity / power to screen the video and find a suitable venue
- Proximity/availability of condom distribution centres.

The cost of implementing the HIV/AIDS programme at the pilot projects were between 0.12% and 0.8% of the total project cost and was influenced by factors outlined above.

Approval of the service provider, the detailed bill of quantities, and the workshop plan

It is the responsibility of the Department's representative or agent to thoroughly study the contractor's documentation and to guide the contractor regarding implementation of the programme. All monitoring and evaluation will be done, against the proposed process outlined in the workshop plan.

CASE STUDY – WESTERN CAPE PILOT PROJECT

Western Cape Provincial Department of Public Works commissioned the building of a R3.3 million social services office in Gugulethu, City of Cape Town. An emerging contractor from the Western Cape was commissioned to construct the building. For the duration of the HIV/AIDS awareness campaign on site, an average of between 30 and 40 construction workers were working on the project at any given time. The area around the site was well serviced by support services pertaining to HIV/AIDS. Opposite the site, a community centre provided a suitable venue for the HIV/AIDS training workshops and situated next to the construction site, a community clinic offered VCT and STI treatment. The City of Cape Town's HIV/AIDS unit was selected as the awareness training service provider. Training was conducted at four training sessions that lasted between one and two hours each. The pilot projects were monitored for a four months period.

The contractor selected an awareness champion that was responsible for the HIV/AIDS activities on site. The awareness champion was a young male Technicon student, doing his practical year at the construction site.

Apart from addressing how workshops will be facilitated and the content of the workshops, the City of Cape Town also offered the following services:

- Utilising persons living with AIDS (PWA) to share their experiences and motivate attendees at workshops
- Provision of male and female condoms to the site
- Provision of two condom dispensers
- Provision of additional educational materials pertaining to HIV/AIDS, TB and STIs, to be distributed at workshops.

Two peer educators from Gugulethu that were trained by the City of Cape Town conducted the HIV/AIDS training workshops in Xhosa. These trainers were chosen due to their ability to present workshops in Xhosa, their cultural knowledge of the predominant young, male, and Xhosa speaking workforce, and their social and community involvement in Gugulethu.

Workshop scheduling

Dates	# of Workers	Presentation Topics
8th May 2003	35 Old	Revision Voluntary Counselling and Testing and Resources Positive living & Healthy lifestyle with HIV/AIDS Opportunistic Diseases like TB Acceptance and Non-Discrimination Rights of workers in the workplace Person living with HIV/AIDS Questions.
5th June 2003	10 New (Internal Plasterers) 2 New (Joiners & Ironmongery)	What is HIV and AIDS Transmission Stages of HIV/AIDS Prevention Condom Demonstration Sexually Transmitted Infections Person living with HIV/AIDS Rights of workers in the workplace Questions
3rd July 2003	16 New (Painters)	What is HIV and AIDS Transmission Stages of HIV/AIDS Prevention Condom Demonstration Sexually Transmitted Infections Person living with HIV/AIDS Rights of workers in the workplace

		Questions
10 th July 2003	25 Old (Snag & Cleaning group)	Revision Voluntary Counselling and Testing and Resources Positive living & Healthy lifestyle with HIV/AIDS Opportunistic Diseases like TB Acceptance and Non-Discrimination Person living with HIV/AIDS Rights of workers in the workplace Questions

Basic cost of the project

Training (4 workshops)	R 1,200.00	
		TOTAL CONTRACT VALUE = R 3,300,000.00
Booklets	R 896.88	
Awareness champion	FREE	
		HIV/AIDS=0.12% OF TOTAL CONTRACT VALUE
Video	R 24.61	
Posters	R 129.92	
Condom dispensers	R 390.00	
CONDOMS (200 female)	R 1,224.00	
Monitoring	FREE	
Tools down	FREE	
APPROXIMATE TOTAL COST	R 3,865.41	

Preparation for on-site implementation

The awareness champion

From amongst the workers, the contractor must appoint an Awareness Champion to manage the implementation process on site. The person will be responsible for

- Liaising with the service provider on organising awareness workshops
- Filling condom dispensers and monitoring condom distribution
- Handing out information booklets
- Placing and maintaining posters.

CHECKLIST: Identification of an awareness champion

- ✓ The person must be literate and able to speak, read and write in English
- ✓ Fluent in the local language spoken by the majority of contract workers
- ✓ Need to be highly motivated since they perform a difficult task
- ✓ Be mature enough to handle sensitive and confidential issues
- ✓ Have good communication skills

- ✓ Have the ability and confidence to interact with the contractor
- ✓ Preferably be a role model or leadership figure amongst his/her peers
- ✓ Has to work on the construction site for the duration of the project.

Training of the awareness champion

To offer the necessary support to the champion, the training service provider should provide to the awareness champion, prior to the implementation of the HIV/AIDS awareness programme on site, training on:

- Basic HIV/AIDS information addressing the specific learning outcomes outlined in the specifications document
- How to store condoms and ensure its safety
- Information on the closest clinic and VCT facility
- How to handle questions from workers sensitively
- How to refer workers to the relevant support services
- The nature of the support offered by the service provider.

A four hour training session to the awareness champion should be adequate in equipping him / her with the necessary knowledge and skills.

Obtaining awareness materials, condoms and condom dispensers

All awareness materials (posters, information booklets and the awareness video) could be obtained from the CIDP, Department of Public Works. And condoms could be obtained from the Department of Health and **Female condoms**. Contractors should be advised that materials should be ordered well in advance to ensure that the programme is implemented on time.

Programme implementation

Workshops

All workers that are employed for a total period of 30 days or more should be exposed to the awareness workshops on site.

That means that the subcontractor that will work 2 days per month on site on a 2 year contract needs to be informed that he / she must attend the awareness workshops. The Department's representative or agent must ensure that such people are exposed to all the aspects to be covered in the workshop.

The following should be covered in the awareness workshops:

The nature of HIV/AIDS. After finishing this module of training, workers should be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. They should also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS.

Transmission of the HI virus. After this module workers should be able to identify bodily fluids that carry the HI virus. They should also be able to recognise how HIV is transmitted and how it is not transmitted.

HIV preventative measures. After training on this aspect workers should be able to comprehend how to act in a way that would minimise the risk of HIV infection and to use measures to prevent the HI virus to enter the blood stream.

Voluntary HIV/AIDS counselling and testing. After finishing this module, workers should be able to recognise methods of testing for HIV infection. They should be able to understand the purpose of voluntary HIV testing and pre- and post-test counselling.

Living with HIV/AIDS. After the workshops, workers should be able to recognise the importance of caring for the HIV infected and be able to manage HIV/AIDS.

Treatment options for people with HIV/AIDS. After this module, workers should be familiar with the various treatments available to HIV infected or potentially HIV infected people.

The rights and responsibilities of workers in the workplace with regards to HIV/AIDS. After training on this module, workers should be able to identify the rights and responsibilities of the HIV infected worker in the workplace. They should be able to recognise the importance of accepting HIV infected colleagues and treating them in a non-discriminative way.

Display and distribution of awareness materials and condoms

Posters, including the 4 posters with the key messages and the poster on the closest VCT facility should be displayed within 14 days of site handover. It should be displayed in areas highly trafficked by workers, including toilets, rest areas, the site office and compounds. The Department's representative or agent should ensure that the posters on display should always be intact, clear and readable. Both male and female condoms should be available on site within 14 days of site handover and for the duration of the project.

CHECKLIST: Awareness materials and condoms

- ✓ Make sure the expiry dates of condoms are regularly checked
- ✓ The awareness champion should know how many condoms were sourced and take stock on a monthly basis to determine how many were distributed
- ✓ Condoms should be appropriately stored e.g. it should not be stored or displayed in direct sun
- ✓ Encourage the awareness champion to use the information booklet as reference
- ✓ Booklets should be distributed when a worker joins the site to ensure that everybody receives a copy.

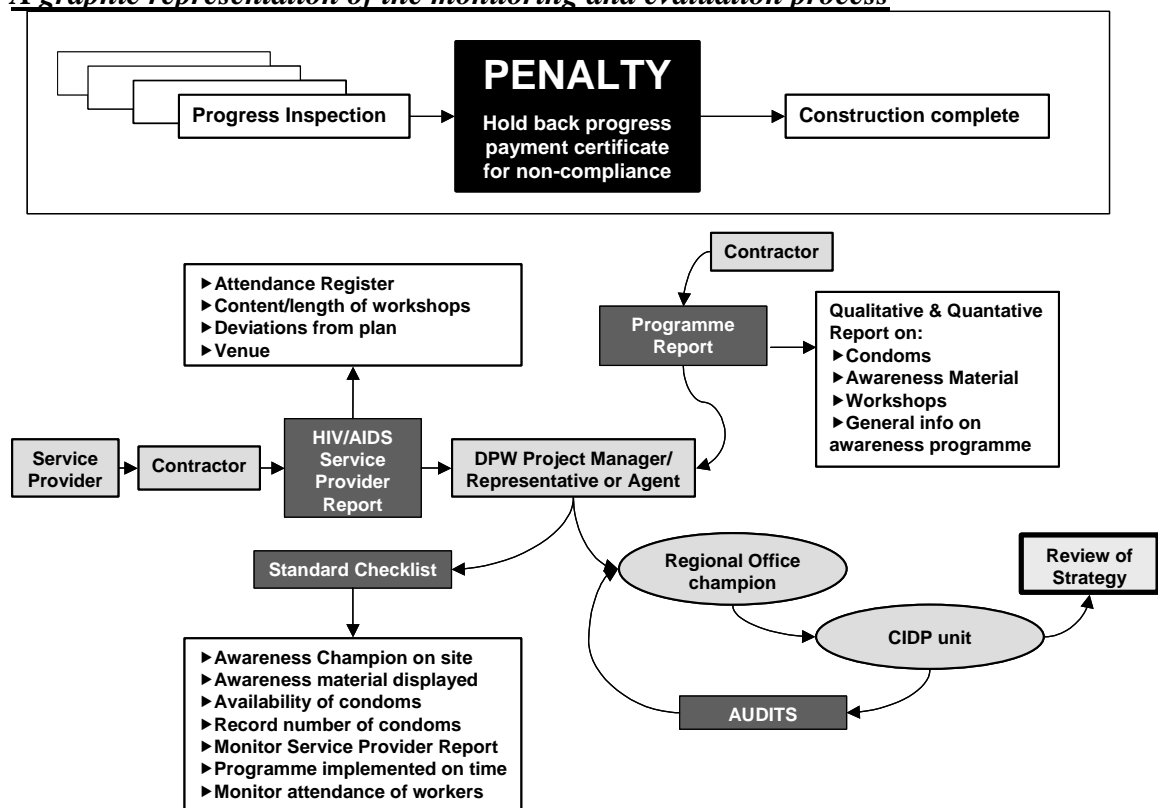
Some ideas for effective programme implementation

- Screen the video as part of the workshop and use it to stimulate discussion around different issues
- Use the posters in workshop to explain relevant topics
- Although the minimum requirements to contractors stipulate 2,5 hours' exposure to HIV/AIDS education, it is recommended that enough time is allowed for workshops to ensure workers understand all the difficult concepts

- It might not always be possible to locate a covered workshop venue close to the construction site. Contractors should however ensure that the venue is conducive to the learning experience
- Adequate support services (VCT, clinics) in close proximity to the site area can't be ensured. Contractors should try to make alternative arrangements when necessary. These could include measures like providing transport to support services far removed from the site, or lobbying for support services
- Where possible, service providers could include a talk by a PWA in their workshop plan to reduce the stigma and discrimination attached to these people.

Monitoring and evaluation on site

A graphic representation of the monitoring and evaluation process



The Department's representative or agent, during each progress inspection, will verify conformance to the HIV/AIDS awareness programme specifications and the contractor's workshop plan. Standardised forms have been developed using simplified measures to check programme implementation on a continuous basis. With these monitoring forms, activities on site can be tracked from one progress inspection to the next, and then compared to the submitted workshop plan for compliance.

Service Provider Report

Compliance to workshop specifications will be monitored with the submission of a standard Service Provider Report at progress inspection. Information will be verified at the progress inspection. The report will include:

- An attendance register according to the workshops that have been conducted. The Department's representative or agent will compare attendance to the contractor's payroll
- Content and length of each workshop
- The venue at which workshops were conducted
- Deviations from workshop plans as submitted at the start of the project.

Checklist

A standard Checklist has been developed to be completed by the representative or agent at the progress inspection by observing site activities and verifying information with the contractor. The Checklist will:

- Ensure that an awareness champion has been identified and is on site
- Ensure that awareness materials are displayed and distributed according to specifications
- Monitor the availability of condoms and ensure that it is distributed according to specifications
- Record the number of condoms distributed between progress inspections for monitoring purposes
- Track actual implementation of workshops against the workshop plan,
- Note deviations from the programme plans.

Programme Report

With completion of the project, the contractor will submit a Programme Report, summarising programme activities and providing qualitative feedback on programme implementation.

Non-compliance

The contractor's payment certificate should only be issued if the contractor satisfactorily complied with HIV/AIDS programme specifications. In the event of partial or total non-compliance, issuing a progress payment certificate should be withheld until the contractor provides satisfactory proof of compliance.

Monitoring and evaluation of the Strategy

The Strategy will be monitored and evaluated to ensure effectiveness and efficiency of implementation. Baseline indicators will be determined according to programme objectives, against which the Strategy's success will be measured.

The Checklist, the Service Provider Report, and the Contractor Programme Report will be used by the CIDP to monitor and evaluate the HIV/AIDS Strategy in the industry. Regional offices will send a quarterly report to the CIDP based on these completed forms. Challenges and successes of the programme should be outlined in the report.

From time to time, the Department could commission an audit on a sample of the contracts to ensure adherence to the actions stipulated in workshop plans and requirements outlined in the HIV/AIDS specifications. This could be executed by CIDP or an external agency.

Attachments

- Include the HIV specifications as it will be included in the tender documentation
- Attach the Monitoring and Evaluation tools to the document
- Attach Western Cape's complete workshop plan