

TINGIM LAIP



WORKING WITH  
COMMUNITIES  
ON HIV PREVENTION  
& CARE



# TINGIM LAIP VOLUNTEER POLICIES AND PROCEDURES



Australian Government  
AusAID



Managed by Cardno Emerging Markets

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# What is TINGIM LAIP?

Tingim Laip is a project of the National AIDS Council that is funded by AusAID and managed by Cardno Emerging Markets and APMG. Tingim Laip works across many provinces in PNG, supporting volunteers to conduct HIV & STI Prevention and Care activities with **high risk populations** in communities.

**“Volunteers are the foundation and the backbone of Tingim Laip HIV Prevention and Care work”**



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# Tingim Laip/Cardno Policies

What are some of the policies that TL/Cardno has that we know?

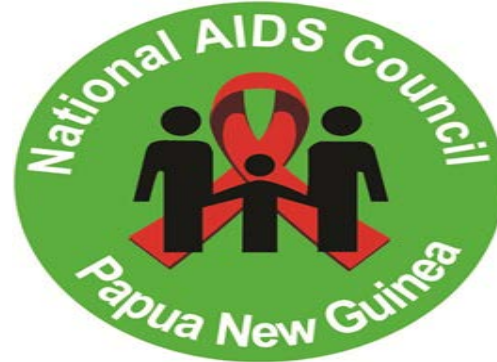
- Child Protection Policy
- Privacy Policy
- Fraud Policy
- Financial Inducement Policy, etc
- Volunteer Policy...???

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# VOLUNTEER POLICY



## NACS HIV&AIDS Volunteer Policy



**Tingim Laip is a project of National AIDS Council and as such Tingim Laip has to abide by policies of National AIDS Council**



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# PVAC Establishment

- Rollout of PVAC Workshop to 10 Provinces (not ESP & Sandaun)
- Total attendance at PVAC Meetings by 76 volunteer representatives
- Various Stages of PVAC Establishment
- Chair & Secretary elected for all Provinces (if not existing)
- Gender: M 57% & F 43% (43M & 33F)
- KAP & LIKAPs poorly represented



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# PVAC Meetings Highlights

## Example 1: Issue raise by PVAC

The chairman suggested a brainstorming session to identify volunteer initiative programmes which will be proposed and implemented as TL interventions. The PVAC was able to identify four initiatives and they are;

- Quiz Time
- Talent Show
- Debate
- T'Shirt Printing

Mr. Raynold Goviro moved the motion that the four identified activities are implementable and can be forwarded to the RC & PO for deliberation. Motion was seconded by Mr. Philip Boiwa as everyone was in favour.

**TL National Office Response:** It is a good idea, however, such idea should be discussed at the quarterly site assessment plan meetings. That is where most of the volunteers will be involved and include as per the site need.

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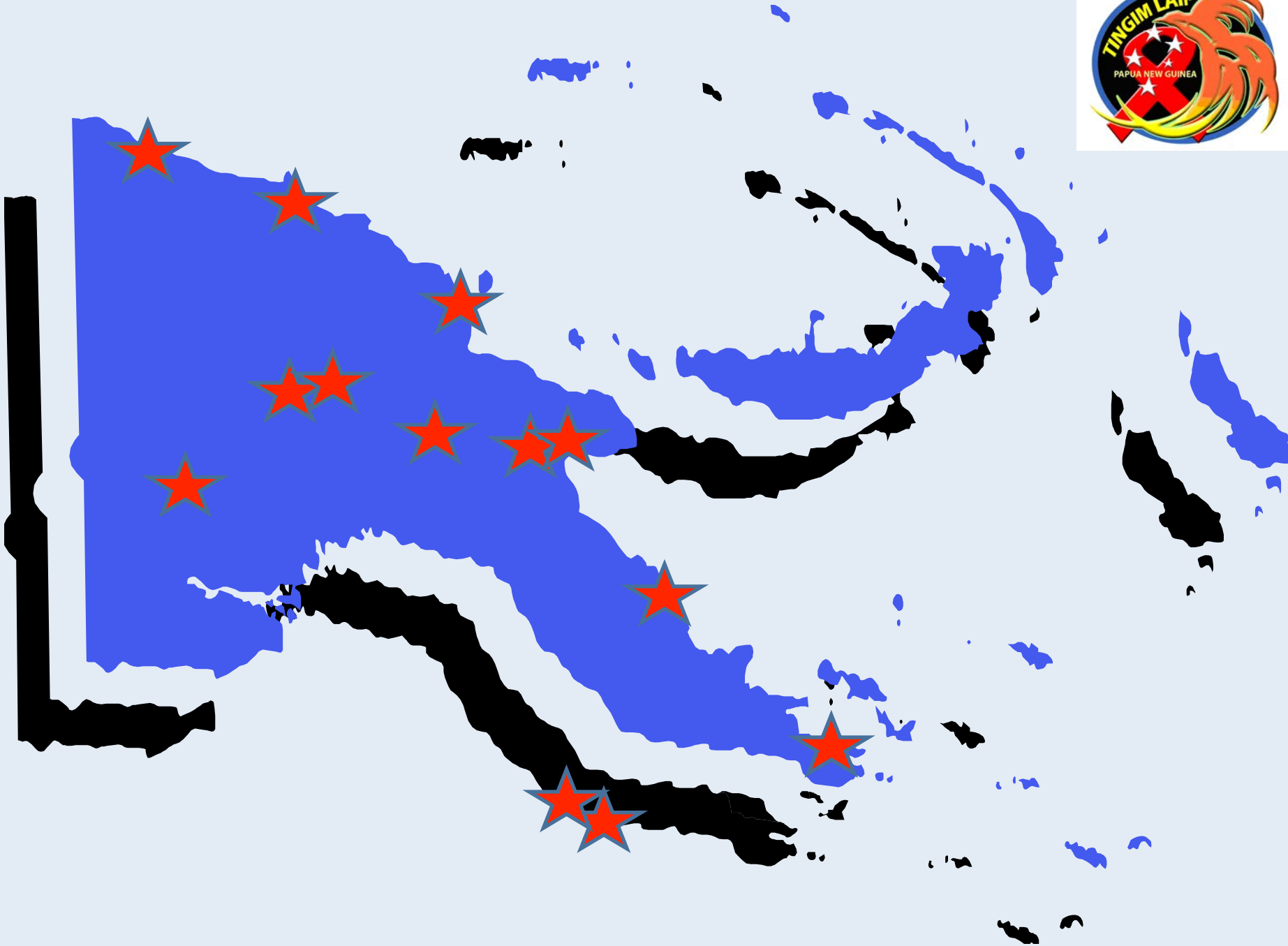


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# PVAC Meetings Highlights

- **Example 2:** Finance and Administration – Activity Funds to be released on a monthly basis.
- **TL National Office Response:** Due to security concerns TL encourages that activity grants be released as per activity per week. This is to minimise putting volunteers at risk to attack by thieves, temptation to misuse activity funds due to in possession of large sum of money.

The weekly released of funds ensure small amount of funds to be handled, quick to acquit and minimise risk of misuse of activity funds. This is to ensure accountability and transparency between TL and its volunteers.





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# NVAC Establishment

- TL Staff & NACS Rep
- 10 PVAC Chairpersons
- Final Review of TL Volunteer Documents
- Opportunity for TL volunteers to discuss volunteer issues and achievements from PVACs
- Question Time: Panel Response



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# NVAC Preview

## Suggestions for amendments by NVAC members, to be taken to Tingim Laip Management:

- Shopping or food vouchers at significant volunteer periods
- Regional Volunteer Forums to provide sharing of information and volunteering experiences
- Volunteer and Site Awards based on activity levels and performance or significant achievement
- Site Exchange Visits, especially to support transition of sites to working with KAPs.

## Request for Certificates at all Trainings

- A Tingim Laip Template Certificate is being developed and then certificates will be presented to volunteers attending all formal Tingim Laip training sessions.

## Tingim Laip Volunteer Identification Cards

- Tingim Laip Identification Cards will be presented to all volunteers as part of the Volunteer Performance Based Incentives Program.





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# NVAC Preview

## Site Activity Plan Changes

- NVAC recommends increased feedback from Finance and Project Officers regarding any amendments to Site Activity Plans. Lack of communication on this issue creates tension between sites and Project Officers.

## Grant Delays related to Finance Acquittals

- The Project Manager confirmed every site is responsible for acquittals and lack of acquittal submission will prevent further grants being dispersed to that site – and that site only. The submission of acquittals is considered on a site by site basis so if one site in a region or area does not submit, only that site will not receive further funds.

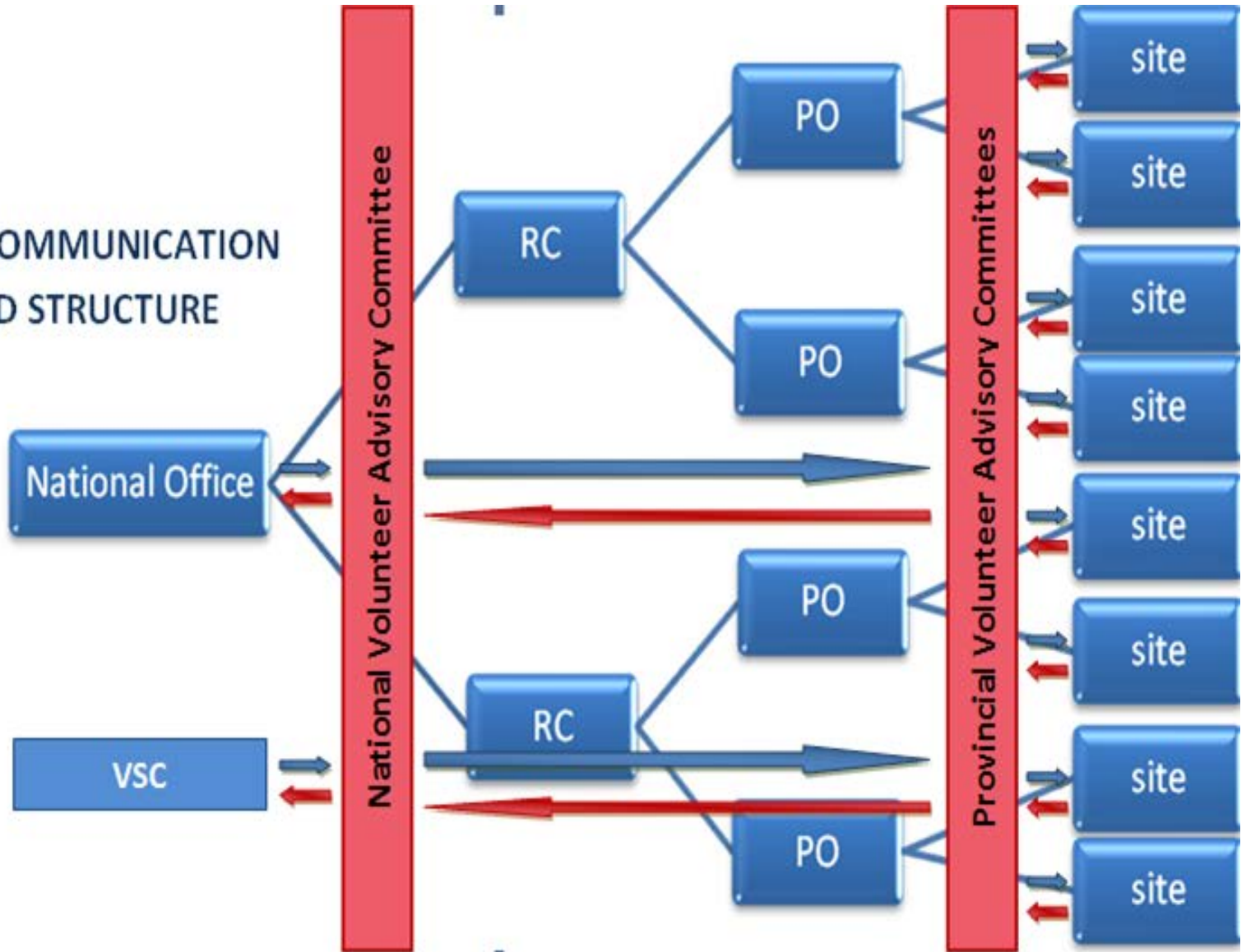
## Project Officer Site Visits

- The Project Manager outlined that each site should be visited by a Project Officer every week. Project Officers and Tingim Laip Volunteers are both accountable for ensuring these meetings take place and using these meetings appropriately.





## VOLUNTEER COMMUNICATION STRATEGY AND STRUCTURE



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# TL VOLUNTEER DOCUMENTS

- Tingim Laip Volunteer Recruitment Package
- Tingim Laip Volunteer Orientation Package
- Tingim Laip Volunteer Performance Base Incentive (PBI) Program
- Volunteer Advisory Committee Documents



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# Volunteer Recruitment Process





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# TINGIM LAIP VOLUNTEER RECRUITMENT

## Step 1: Community Sensitisation

Meet with Community Leaders and Gatekeepers to KAPs

Introduce Tingim Laip Project

Decide with Community to proceed



## Step 2: Volunteer Recruitment

Advertise within Community  
Application Process (Forms)

Screen Applications

Select 15-20 participants for HIV Basics & Peer Education Training

During training, conduct interviews  
Select final 8-12 Site Volunteers



## Step 3: Volunteer Orientation

All volunteers complete a 1-2 week Tingim Laip Orientation Program

Volunteers sign Tingim Laip Volunteer Documents



## Step 4: TL Volunteer Experience

Volunteer placed with 3m mentor

Conduct Regular Activities

Enter TL Volunteer PBI Program

TL Volunteer for period of 2 years



## Step 5: TL Site Evaluation

Site Evaluation is conducted at two years to determine efficacy of project at the site. If site to continue, re-enter Volunteer Recruitment cycle

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# GROUP ACTIVITY

## The Sinking Boat

### Qualities:

- Strength
- Humour
- Intelligence
- Friendliness
- Respect
- Understanding
- Trustworthiness
- Beauty
- Honesty
- Communication



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## TL Volunteer Recruitment Tools

1. Tingim Laip Recruitment Process
2. Tingim Laip Community Sensitisation Agenda
3. Tingim Laip Volunteer Selection Criteria
4. Tingim Laip Volunteer Description
5. Tingim Laip Volunteer Application Form
6. Tingim Laip Volunteer Interview Guide
7. a. Tingim Laip Volunteer Recruitment Letter  
b. Tingim Laip Volunteer Acknowledgement Letter
8. Tingim Laip Volunteer Exit Questionnaire



RIGHT VOLUNTEERS



RIGHT PLACES



RIGHT MESSAGES



RIGHT PARTICIPANTS

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# Tingim Laip Volunteer Orientation

Orientation Training include:



FIRST AID, SAFETY & HEALTH



FINANCE, ADMINISTRATION & M&E



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# TL Volunteer Orientation Tools:

## 1. Tingim Laip Orientation Program

## 2. Tingim Laip Volunteer Documents

- Tingim Laip Volunteer Code of Conduct
- Tingim Laip Volunteer Code of Confidentiality
- Tingim Laip Volunteer Terms of Reference
- Tingim Laip Volunteer Release Form
- Tingim Laip Volunteer PBI Program



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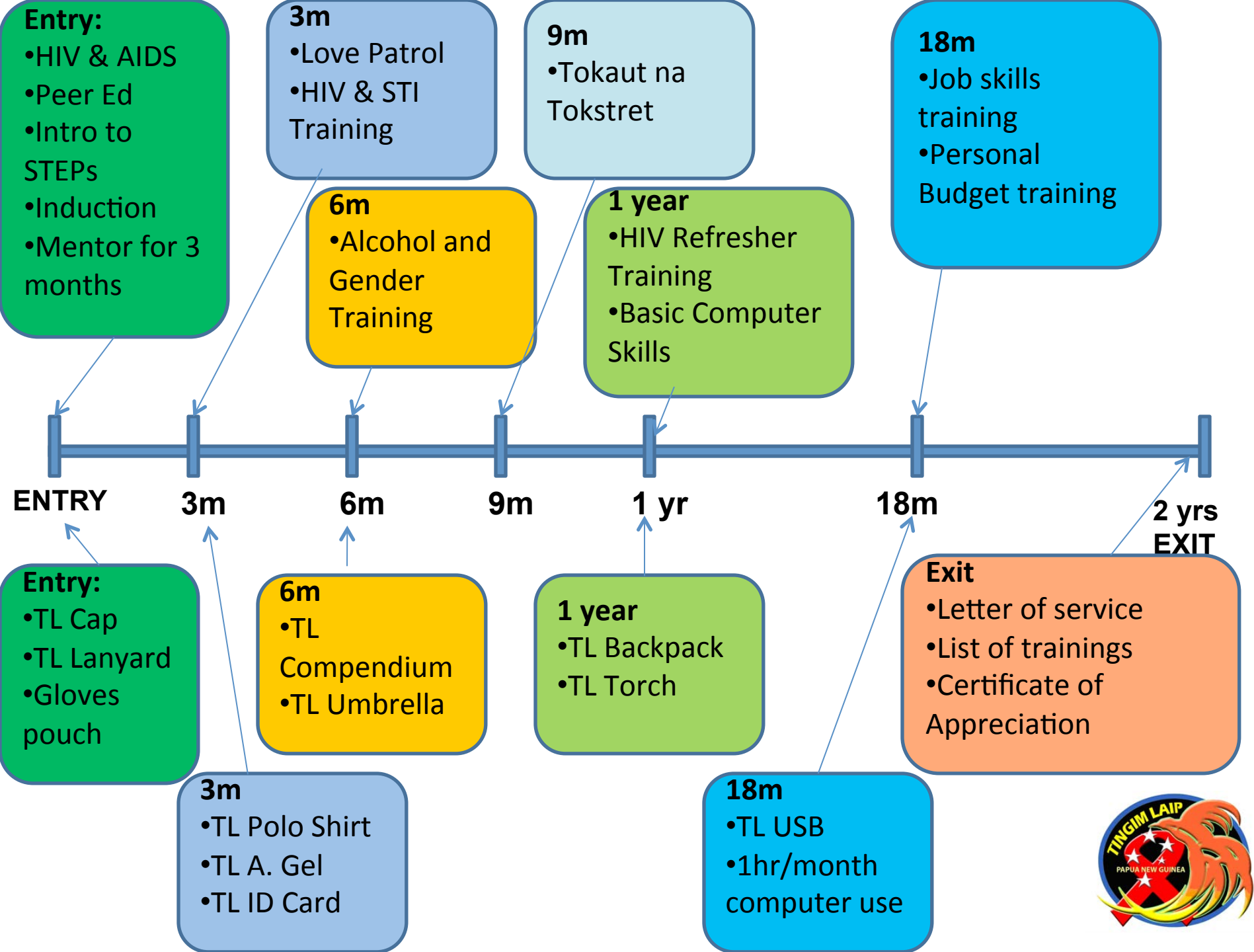


# TINGIM LAIP VOLUNTEERS PERFORMANCE BASED INCENTIVES

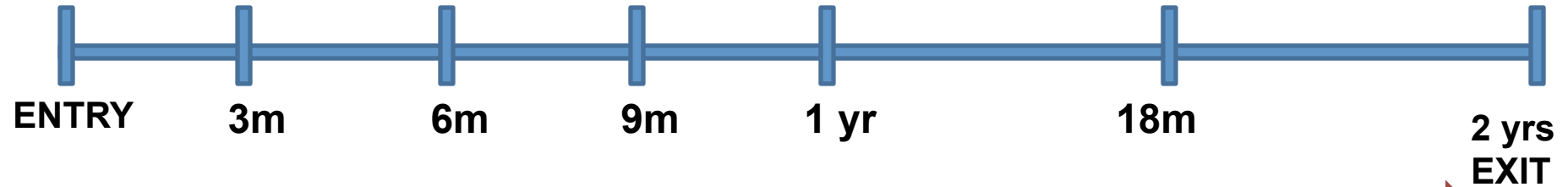


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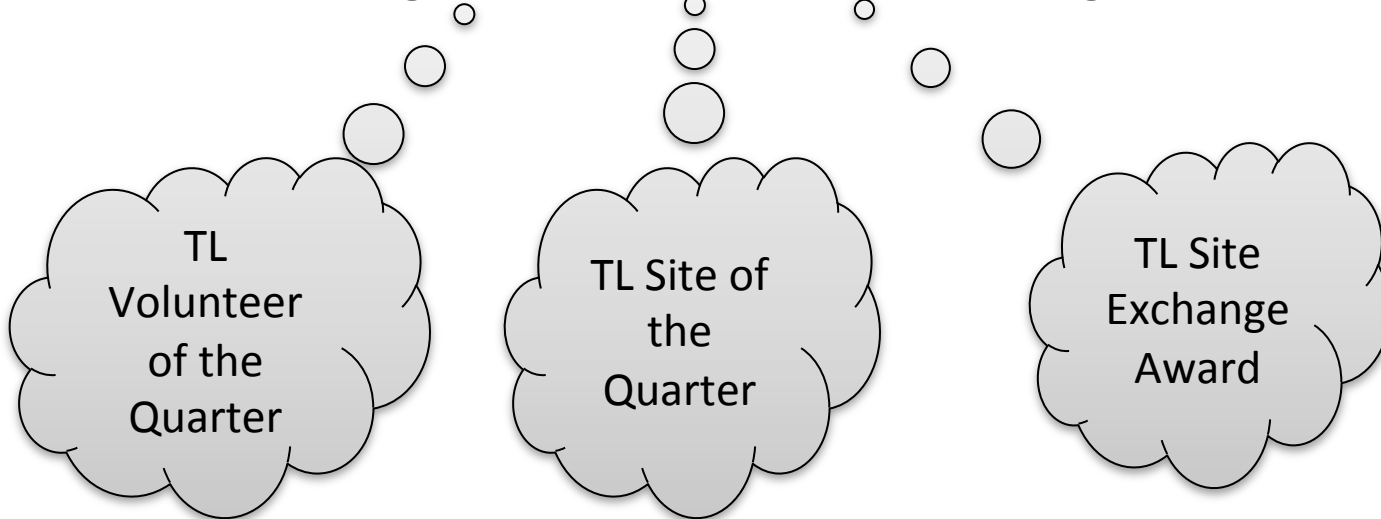




# Community Development Workers Accreditation Scheme - SPSN



## Tingim Laip Volunteer Award Program



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## Discussion

What can TL do to  
the Long Serving  
Volunteers?



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