



VOLUNTEER TERMS OF REFERENCE

Tingim Laip and Volunteer Roles & Responsibilities

Tingim Laip Volunteers are responsible for delivery of to HIV prevention and care interventions with members of Key Affected Populations in their communities. Tingim Laip volunteers conduct activities without payment. Tingim Laip acknowledges the essential work of project volunteers through a Performance Based Incentives Program.

Roles and Responsibilities of a Tingim Laip Volunteer are:

- Provide referrals to health centres, VCT and STI clinics and ART treatment in line with Tingim Laip referral systems
- Demonstrate and distribute male and female condoms, and educate people on the benefits of condom use
- Support PLHIV on antiretroviral medication to adhere to this essential treatment
- Attend a monthly coordinating meeting
- Complete Monitoring & Evaluation, forms accurately and honestly
- Attend and actively participate in quarterly coordination meetings at the beginning of every new quarter
- Attend peer education and debrief meetings each week
- Participate in trainings provided by Tingim Laip to improve knowledge on HIV, STIs and other areas
- Work within respective Tingim Laip locations to deliver activities targeting members of KPs
- Implement all Tingim Laip Volunteer activities in line with the Bi – Annual Location Activity Plans and quarterly outreach targets
- Work closely with Tingim Laip Project Officers, other staff and stakeholders by maintaining regular communication and respect

Roles and Responsibilities of the Tingim Laip Project are:

- Cover all Tingim Laip meeting expenses including meals and transportation costs
- Cover all expenses for Tingim Laip trainings and facilitation of HIV prevention and care activities
- Provide financial and material resources for approved HIV prevention & care activities
- Provide support, leadership and training for Tingim Laip Volunteers
- Provide administration and operational support for all Tingim Laip Volunteers
- Provide Tingim Laip Volunteers with a Performance Based Incentives Program
- Maintain regular communication and feedback on progress of volunteers at each project location
- Undertake regular visits to Tingim Laip project locations to meet with and coach Volunteers
- Support Tingim Laip Volunteers during Quarterly Planning Process and through end of month meetings
- Provide mentoring support to Tingim Laip Volunteers in the field
- Promote safety and security for Tingim Laip Volunteers



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Tingim Laip Volunteer Agreement

I, (enter name) _____, commit to a period of one year as a volunteer with Tingim Laip Project (enter location name) _____.

I understand that Tingim Laip Volunteers do not receive financial reward or compensation. To acknowledge my contribution to the project, I will be placed on the Tingim Laip Volunteer Performance Based Incentives Program which includes training opportunities, branded goods, and Volunteer Awards.

I understand that a Tingim Laip Volunteer wanting to end involvement with the project is required to submit a letter of resignation to the Tingim Laip Project in writing, explaining the reason for discontinuation of volunteer service.

I understand that if I do not respect or abide by these Volunteer Terms of Reference, the Volunteer Code of Conduct or the Volunteer Code of Confidentiality, then Tingim Laip will take formal disciplinary action that could result in termination of my association with the project.

Volunteer: _____

Date: _____

Project Officer: _____

Date: _____

Regional Coordinator: _____

Date: _____