

# Site Plan Review Sheet



Site Name: \_\_\_\_\_

Project Officer: \_\_\_\_\_ RC: \_\_\_\_\_

This checklist is used by the Regional Coordinators and National Team to provide feedback and comments to Project Officers and volunteers on all quarterly site plans. The checklist is divided into 6 areas:

- (i) Prevention
- (ii) Finance
- (iii) Monitoring and evaluation
- (iv) Gender
- (v) Training

The site plan is reviewed firstly by Regional Coordinators to ensure that activities are:

- (i) targeted to KAPS
- (ii) reasonably costed and are in line with the TL standard cost checklist
- (iii) in line with TL's gender requirements
- (iv) in line with TL's M&E requirements

After the first round of assessment by Regional Coordinators(RC), each RC will review the site plan with each PO and make amendments before all site plans are forwarded to the National Office. The National Office will follow the same process to ensure that all requirements have been considered.

## Sitea Plan Checklist

Activity by area	Yes	No	Not sure	Comments/Next step
<b>Prevention-KAP</b>				
✓ Is the KAP clearly identified in the plan?				
✓ Are the prevention activities relevant for KAPs?				
<b>Prevention-Key influencers</b>				
✓ Are the Key Influencers clearly identified				
✓ Are the activities identified relevant for Key influencers (and that it addresses community factors/drivers of the epidemic)?				
<b>Prevention-communication</b>				
✓ Is the site proposing distributing IECs?				
✓ For the site proposing IEC distribution, are these materials available and listed in the plan?				
✓ Are those materials relevant to the risk and community factors and target group?				
✓ Is the site proposing Love Patrol outreach? Is it taking place AT LEAST once a fortnight?				
✓ Do they have trained Love Patrol Facilitators				
✓ If the site doesn't have trained LP facilitators, are they proposing Love Patrol Facilitators training?				
<b>Prevention-Peer education</b>				
✓ Does the site have trained peer educators? How many?				
✓ Is the site planning to have peer education outreach at least once a week?				
✓ Is the site proposing to have peer education planning and debriefing at least once a fortnight?				
✓ Is male condom demonstration and distribution part of the peer education outreach activity? Note: minimum is 12 male condoms per person				
✓ Is female condom demonstration and distribution part of the peer education outreach activity? Note: minimum is 2 female condoms per person				

✓ Is VCCT and STI treatment referral part of the peer education activity? How many are they targeting in a fortnight?				
<b>Prevention- Small Group Discussions</b>				
✓ Is the site clear on what they will discuss in small group discussions? What behaviour are they trying to promote?				
✓ Are they using the TL HIV Sik Long Koap in the SGD?				
✓ Are they doing male and female condom demonstration and distribution during SGD?				
<b>Prevention- Care &amp; Support</b>				
✓ Is the site proposing working with PLHIV and their families?				
<b>Prevention-Events</b>				
✓ What event(s) are they targeting for the Quarter?				
✓ Is the site proposing peer education outreach? Do they have a target?				
✓ Is the site proposing male and female condom demonstration and distribution? Do they have a target?				
✓ Is the site proposing HIV and STI test referral? Do they have a target?				
<b>Prevention-Other</b>				
✓ Is the site proposing any other activity? Are these activities relevant to KAPs and key influencers?				
<b>Finance</b>				
Are all activities costs in line with the TL Standard Amounts/Costs				
Have sites submitted all acquittals?				
<b>Monitoring and Evaluation</b>				
✓ Is the Monthly Meeting scheduled?				
✓ Are all M&E deadlines included (such as VAS & story forms to PO, site summary to FOA, database to M&E Coordinator)?				
✓ Have all volunteers been trained in completing the new VAS and story form?				
✓ Do all volunteers have copies of the new VAS, in the appropriate language ( <i>Tok Pisin</i> or English)?				

✓ Are any trainings or visits by M&E staff planned for this period?				
<b>Gender</b>				
Is the site proposing activities that will address the different needs of KAPs especially women and girls, including sex workers				
Is the site proposing activities that will address gender and FSV risk and vulnerability factors increasing risk for KAPs				
Is the site able to lead discussions on FSV with drug and alcohol or FSV with SRH in its prevention activities				
Is the site able to identify the needs of FSV survivors and is able to make referrals for FSV				
Is the site proposing activities that promote confidence in KAPs, especially women and their male partners in accessing FSV services targeted at reducing violence and HIV related vulnerabilities				
Is the site proposing activities that include men and boys in addressing FSV ( <i>men and boys play an important role in reducing gender inequality, FSV and interrupting the transmission of HIV to their partners</i> )				
<b>Training</b>				
Are all other relevant trainings (apart from prevention) included in the plan?				