Fieldtrip Checklist

First Project visited:

Issue/Theme	**Check (√)**	**Take away learning from the project that is useful for your national projects/program**
1. Behaviour change focus • *What methods are used to ensure the project is behaviour change oriented*		
2. How does education component of project link to service delivery • *What arrangements are in place to ensure access to service is part of the project delivery*		
3. Capacity building of staff as part of the project • *How is capacity needs identified and delivered as part of the project* • *How to ensure equitable distribution of capacity building opportunities for all staff?*		
4. Management of the project and delegation of tasks • *System used for managing the project and how ownership of project is promoted among all project staff*		
5. Finance management practises • *What financial systems/practises are used and how does the project adhere to reporting requirements*		
6. Gender inclusion into programs • *How is gender a key cornerstone of the project planning, implementation and reporting*		
7. Timely Reporting and practice used to ensure this • *What processes are used to ensure all reports by delegated staff is received in a timely manner and what quality assurance practises are used to verify reports*		
8. Monitoring and evaluation tool used and how this informs and updates project • *How is change documented, what tools are used and what analysis is used*		
9. How are project reports presented to National AIDS Committees and other national stakeholders) • *Is this a practise of the organisation and what how is feedback received and used to strengthen project* • *What information sharing processes are done with other partners*		
10. How does the project address sustainability or up scaling when funding ends?		

Second Project visited:

Issue/Theme	**Check (√)**	**Take away learning from the project that is useful for your national projects/program**
1. Behaviour change focus • *What methods are used to ensure the project is behaviour change oriented*		
2. How does education component of project link to service delivery • *What arrangements are in place to ensure access to service is part of the education package*		
3. Capacity building of staff as part of the project • *How is capacity needs identified and delivered as part of the project* • *How to ensure equitable distribution of capacity building opportunities for all staff?*		
4. Management of the project and delegation of tasks • *System used for managing the project and how ownership of project is promoted for all project staff*		
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10. How does the project address sustainability or up scaling when funding ends?		

Participants Name:
Country: