

Section One

Overview of the Local Governance HIV/AIDS toolkit

Local Government (LG) refers to all types of Government at local level – municipalities, town and regional councils, etc. LG is the level of Government closest to communities, with the greatest potential to meet the multiple challenges posed by the HIV/AIDS epidemic. LG responses, however, need to be carefully planned and executed, informed by systematic assessments of the HIV/AIDS impacts on their staff, their services and their communities.

Although national policies are important instruments to define broad direction, locally induced and led action, based on community participation, is a fundamental complement to reducing the spread of HIV/AIDS and its devastating impact on development.

The Honourable, Hage Geingob, Prime Minister of Namibia in his statement to the General Assembly of the Alliance at the Africities 2000 Summit, Windhoek

Why was the toolkit developed?

The **Local Governance HIV/AIDS Toolkit**, referred to as the toolkit, was developed to support any Local Authority (LA), whether large or small, to undertake two important and inter-linked processes; namely how to conduct an HIV/AIDS impact assessment and then utilise the information to plan an informed, well-grounded strategic response to the epidemic.

For whom was the toolkit developed?

The users of the toolkit will be LA officials responsible for any aspect of a LG HIV/AIDS response. Other users will be stakeholders who work at the local level or in partnership with LG; community leaders and members, sectoral representatives, members of interest groups, etc.

Implicit in the scope of users described is that, at all times, the toolkit should be used in a consultative and participatory way.

Although designed for LG in Namibia, the toolkit has wider application and can, with minor amendments, be customised for other countries and contexts.

How was the toolkit developed?

The development of this toolkit was a joint effort amongst a number of partner organisations. It was commissioned by the Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa and carried out in collaboration with the National Planning Commission (NPC), Government of the Republic of Namibia, the United Nations Development Programme (UNDP) in Namibia, SIAPAC and the UN AMICAALL Partnership Programme (UN APP). The process also involved partnering with selected LAs to conduct a number of impact assessments and to test the draft toolkit.

What is in the toolkit?

In the toolkit, there are a number of tools that can be used when conducting HIV/AIDS (i) impact assessments and (ii) strategic planning.

What is an HIV/AIDS assessment?

An impact assessment involves describing the potential or likely effect of a significant reality, like the HIV/AIDS epidemic, on all the functions of an organisation or sector or population; it may also involve costing various interventions to address the impact.

What is HIV/AIDS strategic planning?

Strategic planning is a systematic and consultative process to review data on the current HIV/AIDS situation and response and then to define and document opportunities, priorities and processes that will address the challenge.

Simply stated, an HIV/AIDS assessment involves understanding the impact of the epidemic on a particular community, sector or population – now, in the near future and in the longer-term; and HIV/AIDS strategic planning means identifying the key actions that will reduce and respond most effectively to this impact.

There are 2 tools in this introductory section – Section One – 7 tools in the impact assessment section – Section Two – and 9 tools in the strategic planning section – Section Three.

How to use the tools

Because no two LAs are the same – in terms of size and structure, the status of the local HIV/AIDS epidemic or their capacity to respond – the toolkit is not a “one size fits all” product. Rather it is a resource to be used differently in different contexts. The tools can be used individually or collectively; so each LA should review all of the tools and then create their own toolkit, in accordance with their specific requirements. In addition, the selected tools can be adapted and customised, if necessary, to ensure that they are context-specific and locally relevant.

Importantly, the tools in this toolkit are complemented by other resources, such as those on the AMICAALL website www.amicaall.org; and the tools in “Local Government responses to HIV/AIDS: a handbook” (2003), which is available from UrbanAIDS@worldbank.org.

Format of the tools

Each tool is in the same format. It starts with a description and purpose. Thereafter there are detailed instructions on how to use the tool and an estimate of the time it will take to work through the tool. The tool itself follows, mainly taking the form of checklists and templates, which can be adapted or used as they are.

Tool number

Tool 1

Section

Section One

Title of the tool

Tool selection

Description and purpose of the tool

LAs differ – in terms of size, structure, capacity and other important variables. When deciding to conduct an HIV/AIDS impact assessment and prepare a strategic plan, it is important to select the tools that will best suit your LA's needs. This tool can be used to create a customised HIV/AIDS toolkit for your LA and to identify any of the tools that need to be adapted in order to be optimally useful.

Description and purpose of the tool

Estimated time to use the tool



1 hr - 4hrs

depending on the extent of the adaptations required.

Estimated time to use the tool

Instructions for using the tool

1. Review the tools in the LG HIV/AIDS toolkit.
2. From the list of tools, mark those that will constitute your LA's HIV/AIDS toolkit.
3. Then mark any of the tools in your LA's toolkit that may need to be adapted or customised to suit the context of your LA.
4. Next, adapt or customise those tools that you have marked – making the changes on the tool itself, or on a copy of the tool (which can be substituted for the original).
5. Finally, extract the tools you have selected from the LG HIV/AIDS toolkit and compile them into a toolkit for your LA.

Instructions for using the tool